



Dorin Park PTA AGM

11th March 2020

Minutes of Meeting

Time & Location

7.30pm @ The Oak Tree Pub, Upton Grange, Chester, CH2 1BL.

Present

Claire McKelvey, Amanda Hartley, Lesley Body, Karen Nash, Lisa Robertshaw, Bridget Aldridge, Maxine Nevitt, Naomi Cowley

Apologies.

Helen Muggleton, Jay Hartley, Amanda East, Kate Francis, Graham Davies, Nicole Luijnenburg

1. Actions from the Previous Meeting

MAXINE – Notice Board Request– Maxine to speak to Jane Hughes to see if we can have an additional board in reception just for the PTA – ONGOING

AMANDA & JAY H – issue collection box to Weston Grove Fish & Chip Shop – ONGOING

CLAIRE - Speak to Dave at Starbucks to see if we can leave the collection box there permanently- ONGOING

CLAIRE - Contact Mostyn Garage to see if we can leave a collection box there – COMPLETED – Box delivered and displayed

MAXINE – Liaise with Bridgette & Claire regarding visit by Chester FC Mascot – This action to be cancelled by Claire – COMPLETE

MAXINE – To obtain prices for PTA to sponsor football kits – ONGOING

AMANDA – Contact Silent Adventures about Silent Disco for Our Summer Fair – COMPLETE – No reply gained

CLAIRE - To order artwork for collection boxes – COMPLETED – Artwork is now on most of the boxes, outstanding boxes are being held by PTA members and need passing to Claire

JAY- To speak to organisers about displaying or logo, registering the charity and fundraising while taking part in Chester Marathons.– Jay spoke to them and it would be quite costly to register, so decided to look for people to run for us, possibly using our ongoing Just giving page.- COMPLETE

BRIDGETTE – Tom from PE Department had requested a minibus to transport students to Liverpool for PE Tournaments. The school minibus is already in use. A suggestion was made by Jay suggested getting a minibus to use for Live and use school bus for Tournament - No longer needed and the PE Department sourced alternative arrangements. – COMPLETE

AMANDA – Had been looking into launching a school lottery. Tickets are a £1 and 40% from every ticket goes back to the PTA. Guaranteed winner every week. 20 tickets sold, need another 30 for syndicate. Maxine suggested taxi drivers. - We've launched the lotto and have 17 ticket holders. – COMPLETE

KAREN – CO-OP Card - Karen advised us that we can't apply until the Spring, where they pick three charities from the Community. We can only apply if have not applied for other grants. Karen will continue to investigate this and feedback via our WhatsApp group or at next meeting. – ONGOING

KAREN – works van now booked for Boohoo Sale & Summer Fair – COMPLETE

LESLEY – 4 dates for Roberts Recycling collections were booked. These dates are 12th February 2020, 20th May 2020, 16th September 2020, 9th December 2020 – COMPLETE.

CLAIRE/MAXINE - EASTER – Claire to produce a picture for Easter competition to send home to colour in. The categories are Parent/Carer/Sibling, Early Years, Primary, Senior, Teacher. The prize will be an Easter Egg and the winner will be drawn by school council.

Action – Claire to send Maxine the picture and Maxine to send home in bags on Monday 16th March and returned to school on Friday 20th March.

CAR PARK - Claire and Amanda continue to complete grant applications and are struggling due to the type of request. We need circa £33,000 to repair the car park so may request smaller amounts going forward - ONGOING.

2. Items to be minuted

Claire would like to thank the following companies for their kind donations :

Amanda Glennon for arranging Quality Street – Green Triangles and Strawberry hearts

Mostyn Garage for Crème Eggs & Kind Bars

Market Carpets, Ellesmere Port for a cheque of £100

3. Chairpersons Report

Claire began by saying what an amazing and busy first year the PTA had been and thanked us all for all our hard work (see Appendix A). Karen went on to thank both Claire & Amanda for all their hard work to which members agreed. Claire told us that our main income had come from the Summer Fair and the Boohoo Sales, all in excess of £1000 per event and 100% profit from the raffles given all prizes have been donated by local businesses. All our 2020 events have been planned and booked in the calendar for the forthcoming year. The Boohoo Sales have gone very well and we discussed that at the next sale we will sell all of the stock for a £1 and whatever remains and doesn't sell will go to the next Roberts Recycling collection. At present we have 40 plus stalls including lots of new ones booked for the upcoming Summer fair in July.

4. Treasurers Report

Karen gave us an update of the financial expenditure for 2019/20, (See Appendix B). Karen explained that the Summer Fair had been our biggest income & expenditure for 2019. The setup cost had been £600 plus one-time costs for extras were bought for items like collection buckets, hi-vis jackets, t-shirts, creation station, flyers, banners, punch balls etc. The Boohoo expenditure had been from hiring the vans to collecting the stock in Burnley. Other sales income was from Roberts Recycling, non-uniform days, easy fundraising, general donations, Halloween, sweets, cans and kind bars. The total we have raised so far is £14,328.99 of which £8,395.86 was raised by the previous PTA and rolled into our funds.

5. Nominations/Resignations

All nominations forms were handed in to Claire for Committee Roles to be chosen. A new role of Publicity Officer was added to Committee, the duties will include posting upcoming events on social media across both Twitter and Facebook accounts. The following nominates were counted :

Chairperson – Claire 8, Claire & Amanda 1

Vice-Chairperson – Amanda 8, Amanda & Claire 1

Treasurer – Karen 9

Secretary – Lesley 9

School Liaison Officer – Maxine 4

Publicity Officer – Naomi 2, Helen 2, Lisa 1

The new PTA Committee for 2020 is as follows :

Chair – Claire

Vice-chair – Amanda

Treasurer – Karen

Secretary – Lesley

Publicity Officer – Naomi

Unfortunately, Maxine has decided to resign as School Liaison Officer due to work commitments.

ACTION - Claire/Amanda to arrange to speak with SLT and Maxine will email staff about interest in filling this role.

ACTION – Maxine to submit her resignation formally to Claire.

6. Constitution Review

Amanda updated us on the Constitution and reminded us that Our Vision is to contribute to school life and our ethos was how we help our community. Asking did we all still agree with this, the committee all agreed they did.

Amanda also reminded us about the importance of the GDPR Policy and to be aware of what we share on our phones and tablets. (See Appendix C).

Bridgette challenged how many meetings Committee members must attend. Amanda stated that Committee members must attend 75% of meetings but at the Chairpersons discretion.

ACTION – ALL – Please can all committee members ensure they are attending at least 75% of meetings as per the Constitution. This ensures fairness that there is always a good attendance at meetings to share views and inputs and that we meet the minimum requirements of a quorum of 5 for voting purposes.

7. General Business

Claire spoke about a Crowd Funding page for the purposes of raising money for the car park project. This is a platform online raising small amounts of money via the internet and how it would support us better than a Just Giving page. Some of the committee had limited knowledge of this so Claire agreed to look into it further and report back.

ACTION CLAIRE - investigate this and report back to committee on findings

We have had various donations of chocolates from John Lewis and the Mostyn Garage. We discussed how we could distribute these out to the school pupils. Claire suggested bagging up a mixture of crème eggs and chocolates to give out to pupils before Easter Holidays and to keep some of the crème eggs for sale at a later date.

ACTION LESLEY - Email Jane Hughes requesting permission to sell the crème eggs in knitted chicks in Reception.

Karen mentioned that her Manager visits Costco to bulk buy sweets to give out as gifts and may possibly buy the eggs from ourselves at a cost agreed by the PTA.

ACTION KAREN - speak to her Manager to see if we can come to an agreement suitable for both parties.

School gifts will be sent home on 3rd April but if school closes then it will be when they return.

8. **AOB**

Sponsorship – This year we will again be looking for a business to sponsor our Summer Fair. Claire asked for members to look for businesses who are willing to sponsor us at £10 per ticket.

ACTION AMANDA - send out the sponsorship forms to those that request them.

Boohoo Sale - Our next Boohoo Sale is on 16/17th May 2020 and we were discussing venues. Suggestions for social clubs were made but this could prove costly. Colleges were mentioned and it was decided that we would enquire at various ones and if this wasn't successful then we would speak to school about having it there again.

ACTION CLAIRE - contact West Cheshire College, Ellesmere Port

ACTION AMANDA - contact Kingsway, Chester

ACTION KAREN - contact Handbridge College, Chester

ACTION LESLEY - contact Deeside College

RAFFLE PRIZES – Everyone to source raffle prizes for upcoming Summer Fair Raffle - ONGOING

9. **Next PTA Meeting**

Next meeting is booked for Wednesday 29th April 2020 @ 7.30pm at The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Lesley Body 16.03.2020