

STRETFORD GRAMMAR SCHOOL PTA

Meeting 15th May 2019

Present: Fiona Johnson (Chair), Karen Turner, Suzy Mulhern, Elaine Jones, Marzita Abdul Rahman

Agenda Item/Discussion	Action
1. Apologies for absence Jane Raiswell, Francesca Smith	
2. Minutes of meeting held on 27.03.19 Minutes from last meeting are ok	
3. Matters arising In agenda	
4. Dates for next events SGS Open Day Thursday 27 June 2019 5-8pm New Parents' evening Thursday 4 July 2019 5-8-pm Provisional - Tesco Bag Pack, Saturday 22 June 11am-5pm Food Festival, Friday 4 October 2019, 6-8pm Chocolate Bingo, Friday 15 November 2019, 6-8pm Own clothes day (for chocolate donations), Friday 18 Oct 2019 SGS PTA AGM, Wednesday, 30 October 2019 6.30pm	Jane to include dates & events in newsletter
5. Review of Non-Events Not discussed	

<p>6. SGS Open Day, Thursday 27 June 2019 5-8pm</p> <p>Suggested rota: Fiona, Michelle & Marzita 5-6.30pm Elaine 5-7.30pm Suzy 6.30-8pm Karen 6.30-8pm</p> <p>Display poster of PTA events, funds raised & what PTA funds have been raised for. Jane to forward photos of events for Marzita to produce. Marzita to liaise with Sharon Townsend at school.</p>	<p>All to note</p> <p>Marzita</p>										
<p>7. Tesco Bag Pack, Saturday 22 June, 11am - 5pm</p> <p>This is still a provisional date. Suzy to confirm by w/c 3 June. Suzy to liaise with Mr Mullins / teacher for student help / rota It is estimated that we will need approx. 30 students on a 2-hour rota serving alternate tills at Tesco on Chester Road</p>	<p>All to note date</p> <p>Suzy</p>										
<p>8. New Parents' Evening, Thursday, 4 July, 5-8pm</p> <p>Suggested rota:</p> <table border="0"> <tr> <td>Marzita & Fiona</td> <td>- from 5pm</td> </tr> <tr> <td>Michelle</td> <td>- from 6pm</td> </tr> <tr> <td>Jane</td> <td>- from 6.30pm</td> </tr> <tr> <td>Margaret</td> <td>- 6-7pm</td> </tr> <tr> <td>Suzy</td> <td>- 7-8pm</td> </tr> </table> <p>We are to organise the sale of 2nd-hand uniforms to new parents. Jane to organise a float. Stickers & bags for reserved items. Meeting discuss the possibility of providing contactless payment either via app or device. Jane / Marzita to find out if feasible / inexpensive.</p>	Marzita & Fiona	- from 5pm	Michelle	- from 6pm	Jane	- from 6.30pm	Margaret	- 6-7pm	Suzy	- 7-8pm	<p>All to note rota</p> <p>Jane / Marzita</p>
Marzita & Fiona	- from 5pm										
Michelle	- from 6pm										
Jane	- from 6.30pm										
Margaret	- 6-7pm										
Suzy	- 7-8pm										

<p>9. Finance</p> <p>HMRC Tax return - Karen queried if tax return was sent to school, then perhaps a PTA generic email was used.</p> <p>Jane will file revenue return to Charities Commission by deadline of 30 June 2019</p> <p>Fundraising update for academic year 2018/19 - Total funds raised to date is £3880.36 (see attached PTA annual accounts). We currently have £3,079.78 in bank account. Meeting agreed to transfer £2,500 towards the new toilet block. Jane to raise cheque.</p>	<p>Jane</p>
<p>9. Newsletter update</p> <p>Dates for events to be updated</p> <p>Meeting discussed addition of 'Skills Request' - Suggested text: <i>Do you have a special skill to contribute to the PTA? Do you sew, craft, organise events, bake etc? Are you willing to be added to our list of parent volunteers? Do you know there's only a handful of us that are active in the PTA? We need your help in order to raise funds to help school (& your children)!</i></p>	<p>Jane</p>
<p>10. Fundraising idea</p> <p>Elaine has suggested collecting loose change with proposed letter.</p> <p>Meeting discussed that it be approved by school with dates during next academic year for 'loose change box' and notifications to all parents & children.</p>	<p>Fiona / Elaine to liaise with school</p>
<p>7. Any other business</p> <p>Fiona announced she will step down as Chair as of next academic year. She can assist new chair during the next year.</p>	<p>All to note</p>

Date of next meeting: Wednesday 11 September 2019, 6.30pm