

Hackforth and Hornby PTA – Meeting Minutes

Wednesday September 20th, 2017

The meeting was called to order by Judy Clarke at 15:30

In attendance

Judy Clarke – School Representative

Emma Hayton - Chair

Stacey Arling - Secretary

Lucy Brackenbury - Treasurer

Vicky Noble

Emily Swift

Debbie Gibson

1

Judy Clarke put forward the proposal to form an official PTA in place of the current PSG, allowing the school to have more input with regards to the fundraising. This would also allow the parents group access to more resources with regards to administration etc. All members agreed.

2

Discussion regarding roles within the newly formed PTA. Emma Hayton requested to remain Chair. Lucy Brackenbury agreed to remain Treasurer. Stacey Arling agreed to take the role as Secretary. All members agreed. These details along with the names of the additional members and individual pictures will be updated on the schools Facebook page and website in due course.

3

Suggestion of a Christmas Fayre, to be held either in the school or the village hall. Judy Clarke will confirm with the governors/board members for the village hall as to its availability, and agree on hire fee or percentage of funds raised. Some disagreement on whether to charge per table with the donation of a raffle prize or whether to ask stall holder to donate 10-15% of their takings for the evening. No final decision was reached. A preliminary date was set for Friday December 1st, 2017 – 14:30-19:30.

4

Possibility of an event raffling off larger prizes/silent raffle/auction briefly discussed. No details confirmed. Debbie Gibson reminded the group of the need to apply for a lottery license in order to hold a raffle, to the cost of £25.

5

Discussion about re-introducing a monthly coffee and cake afternoon as a regular social event for the parents of school children. It was decided that the first afternoon will be Friday October 13th, 2017, 14:30-5:30 in the village hall.

6

Request for a Halloween fancy dress party for the children and parents. It was decided the event is to be held in the village hall (to be confirmed). Fancy dress to be worn after school hours for a £1 donation. It was agreed for Friday November 3rd, 2017 – 15:30-17:00.

6

Suggestion of a coffee and cake event to run alongside the schools next open classroom afternoon. Some discussion regarding refreshments being served within the school itself or separately in the village hall. This was not agreed upon and no final decision was made. The

date and time for this event was agreed upon and set for Friday October 20th, 2017 – 14:30-15:30 for the open classroom, 15:30 onwards for the coffee and cake.

7

Brief discussion regarding a Nativity play. No decisions made, to discuss further at next meeting.

Actions

- Lucy Brackenbury and Emma Hayford will set up the new bank account for funds.
- Judy Clarke will speak with the governors/village hall regarding the date for the Christmas Fayre and confirm with Vicky Noble.
- Once given the go ahead, Vicky Noble will begin advertising tables to business owners for the Christmas Fayre via Facebook.

Items to be discussed at next meeting

- Photographs being taken for the website/facebook page.
- How funds will be raised from the stall holders for the Christmas Fayre.
- Event for raffle/silent auction?
- Confirmation of the Halloween party.
- Decision regarding the coffee and cake for the open classroom.
- Nativity play?

Next Meeting

Thursday October 5th, 2017 - 14:30-15:30