



Arnold Hill Academy PTA Meeting Minutes

Tuesday 27 September 2016

7pm – 8pm 6 Highcroft Woodthorpe NG3 5LP

Attendees:

Paul Drury (Deputy Chair)	Rosie Stocks
Charlotte Anderson (Treasurer)	Chris Miles
Sudha Vashisht	Rachel Hebb
Deb Campion	Matt Robertson
Julie Fox	Jill Hannon
Jayne Gilmartin	Susan Walker
Kath Terry	

Minute taker: Ashley Brown (**Secretary**)

Welcome and apologies

3. Minutes of the last meeting 5 July 2016 were accepted with one alteration regarding the Mother and Baby event wording.

Matters arising

Action

<p>Paul Drury altered the agenda by moving the funding request for the Arts department to be discussed first.</p> <p>5. Chris Miles (Head of Music) put forward 4 requests for funding for the Arts department. The first request was for 30 keyboards with prices for varying qualities of keyboard ranging from £77 - £98 or the option of repairing existing keyboards at a cost of £30 each. Most of the keyboards are 7 years old and in bad condition due to the procedures in place at the old building. The keyboards could be repaired but ideally to be in keeping with the new facilities it would be nice to start this academic year with new equipment. The keyboards would be used by KS3 and 4 classes. If half were funded then a class would have new keyboards. The new procedures and new staff would ensure that the new keyboards would be taken care of in the new building.</p> <p>OUTCOME – The committee decided to contribute £1000 to use to purchase new keyboards and also repair the existing ones.</p> <p>A request was put forward for £1558 to fund the licence and £1500 towards costumes and lighting for the Grease production taking place at AHA before Christmas. The licence purchase has to be made up front before they start the preparations for the production.</p> <p>OUTCOME – The committee decided that ticket sales would cover a lot of the production costs and licence. The licence would be purchased even if not funded. It</p>	<p>Charlotte Chris Miles</p>
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was decided that the PTA would help raise funds by doing a raffle and liaise with the Arts department to help to raise funds on the production nights and all monies would be given to the Arts department.

The Art department requested £460 for a rotary cutter to produce a professional look for Art displays and to continue the ethos of professionalism at the academy.

OUTCOME – Emma Sanders had requested the funding and so this request was deferred to the next meeting where she would be invited to attend to explain the funding request further.

The Art department also requested funding for an Art trip to London for 8 A Level students.

OUTCOME – This request didn't fit the PTA funding criteria as it didn't benefit a large range of the students in multiple year groups.

6. Julie Fox said DBS checks for members were not compulsory but the insurance provider has changed and they now recommend that checks are done. These are free and just require the member to supply their email address to Julie at the academy.

Julie Fox

7. Jayne Gilmartin said the academy would like the PTA to provide refreshments such as Tea and Coffee at parents' evenings. Parents would be charged for refreshments and the monies raised would go to the PTA. The office would supply the dates so volunteers could be organised.

Jayne Gilmartin

8. Paul said the department rep scheme needed a restart and an updated list was needed to be redistributed at the next meeting. Jane Gilmartin said she would provide an updated contacts list for the heads of department.

Jayne Gilmartin

9. Deb Campion suggested that the PTA change its name so the committee could include volunteers that didn't fit the member criteria of a parent or teacher. The members said that the "PTA" name was distinctive and recognisable and so should stay but the criteria should be changed to be all inclusive and it must be clearly stated on the website and in correspondence.

10. There were no website updates.

4. Julie Fox said 50 tables had been booked for the fair, 3 food, the rest craft. The last day to take bookings would be 31st October 2016. The flyers for the fair have been produced and members will be organised by Ashley to deliver them locally. Streets will be allocated to members at the next meeting. Kath volunteered to deliver flyers in the whole of the Daybrook area.

Ashley Brown

The insurance provider has changed for the PTA and they are no longer offering insurance to stall holders for £10. The 7 stall holders that have requested the

<p>insurance have been contacted and will be refunded, the application form has also been amended. Deb Campion is in the process of checking if there is any alternative insurance available.</p>	<p>Deb Campion</p>
<p>A Macmillan charity stall has asked if they could book at the fair but this would involve charity workers asking for donations on the stall. The committee decided only business stalls should be booked for the fair as the event was for the PTA charity.</p>	
<p>The office was currently contacting businesses for raffle prizes and had been successful at securing a few prizes. Staff and parents will be asked if they could make donations for the raffle or the tombola. Wates have offered £200 which it was decided would be better spent on a large prize to draw people to purchase the tickets. The catering department have also offered a coffee hamper. The IT department would be able to get an Ipad at a discounted price and Charlotte also would be able to offer a discount for the Ipad to try and get it for the cheapest price possible. The raffle tickets will be printed for the event as soon as the major prizes have been secured. A gambling license will need to be purchased. The raffle tickets could not be sent home with children but will have to be sold through staff, friends and family.</p>	<p>Deb Campion Sasha</p>
<p>Accuro have allowed the servery to be used for the day. Charlotte who has experience of catering and has a Food Hygiene Certificate offered to put some ideas together for some simple hot and cold food. Yvonne Farnsworth a previous AHA employee would also be asked if she could produce some cakes. Staff, PTA members and parents will also be invited to donate cakes. Rosie would be able to supply a tombola drum for the event.</p>	<p>Charlotte Anderson</p>
<p>The Craft and Food fair jobs rota was passed around the committee to complete. It will also be passed to staff so they can volunteer at certain times during the day.</p>	<p>All Members</p>
<p>11. The fashion show has been booked for Wednesday 3 May 2017. A meeting will be set up with Lee Roberts to check what events would be possible to hold at the school.</p>	<p>Ashley Brown</p>

**Next Meeting: Tuesday 18 October 2016 6.30pm-8pm
Arnold Hill Academy, A Block Conference Room, Gedling Road, Arnold, NG5 6NZ.**