

**New Scotland Hill Primary School**  
**Parent Teacher Association**  
 Meeting Date: Tuesday 30<sup>th</sup> November 2004

Present: Steph Blades, Wendy Such, Rebecca Miller, Elaine Bullock, Linda Northover, Sophie Studd, Adam Kirkwood, Niki Hennah

Apologies: Julie Jones, Sharon Hatherley, Sally Armstrong-Davies

Action/Report	Responsibility								
<p><b><u>Previous Minutes</u></b>                      The minutes of the last meeting (20/10/04) were approved and signed.</p>									
<p><b><u>Treasurers Report</u></b></p> <p>Christmas Bazaar raised £2822 profit. Another £450 (approx) should be added to this from the photographer and Barclays.</p> <p>Commitments:</p> <table style="margin-left: 40px;"> <tr> <td>Playground</td> <td style="text-align: right;">£800</td> </tr> <tr> <td>Library</td> <td style="text-align: right;">£3200</td> </tr> <tr> <td>Theater</td> <td style="text-align: right;">£260</td> </tr> </table> <p>Linda asked if the repairs to the wooden gazebo could be met with PTA funds and this was approved.</p> <table style="margin-left: 40px;"> <tr> <td>Gazebo</td> <td style="text-align: right;">£635</td> </tr> </table> <p>This leaves approx. £7400 in the bank</p>	Playground	£800	Library	£3200	Theater	£260	Gazebo	£635	
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<p><b><u>Chairperson's Report</u></b></p> <p><b><i>Xmas Bazaar</i></b> was a huge success and despite initial worries, went very smoothly and pretty stress free.</p> <p><b><i>Secret Shopping</i></b> – It was agreed that the studio can be used all day for both Friday's for this. Linda will approach teachers to request that the tags be written during class time with some assistance from PTA. Wendy to ensure that spreadsheet is up to date and available to teachers. Niki offered to assist on the day.</p> <p><b><i>Creche during school production</i></b> - Steph Johnston is organising this. Linda offered that Year 6 children can help too.</p>	<p>LN</p> <p>WS NH</p>								

<p><b>Children's Christmas Dinner</b> – Cracker's have not been purchased yet. PTA will buy them (250) WS to check at Costco</p> <p><b>Dates for 2005</b> – It was decided that this doesn't need to be done urgently as the licensing laws will probably change.</p> <p><b>Bingo</b> - It was agreed not to run another Bingo for the children next term but leave it until the Autumn term.</p>	<p>WS</p>
<p><b><u>Head Teacher's Report</u></b></p> <p>Linda thanked the PTA for a great Christmas Bazaar.</p>	
<p><b><u>AOB</u></b></p> <p><b>Pampered Chef</b> Having looked into this, most people agreed that Pampered Chef would not be suitable to run as a fundraiser for the school.</p> <p><b>Contacts List</b> Meeting attendees were asked to update their details and WS will bring along to the next few meetings to catch other people. WS to distribute this list to committee members.</p> <p><b>Housekeeping!!</b> It was felt that the following should be minuted in order to remind members and clarify the following:-</p> <p>All letters that go out to parents must go via Linda for approval.</p> <p>Any fundraising ideas must be brought to PTA meeting either in person or via written proposal.</p> <p>These points are important so that careful planning can be done to ensure that not too many events/ideas are organised in a short period of time and that the committee are aware of all planned events.</p> <p><b>Ball</b> A few people have shown an interest in attending another Ball. It was agreed that this should either be run as a fund raiser or self funding but should not have any financial assistance from PTA funds. Steph will look into Wellington College as a venue as it was felt that the proposed venue (Reading) was perhaps too far to travel.</p> <p><b>Raise Pounds Lose Pounds</b> Niki showed us her ideas which were great. More details will go out at the very start of next term.</p> <p><b>Christmas Cards</b> A few people requested that there be a school Christmas card next year. This could be a fundraiser.</p>	<p>WS</p> <p><b><u>ALL MEMBERS</u></b></p> <p>SB</p> <p>NH</p>
<p>Date and time of next meeting: Tuesday 25<sup>th</sup> January 2005 7.30 pm</p>	