



Park Grove Primary School PTA

Registered Charity No 107

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PARK GROVE PRIMARY SCHOOL PTA

Minutes of Annual General Meeting 16th September 2015

	Actions
<p>1. Apologies and those present</p> <p>Apologies from Jo Sawyer (Head of PTA), Tanya Berasnevich, Sue Oglesby and Theresa Hutchinson.</p> <p>Present: Siona Mackelworth (SM) (co-Chair), Jon Cotton (JC) (co-Chair), Mark Allison (MA) (Treasurer), Janet Jacobi (JJ) (co-Secretary), Alison Smailes Phillips (ASP) (co-Secretary), Adel Schofield and Becky Romaniak.</p>	
<p>2. Minutes from the last meeting</p> <p>Minutes from the last two meetings to be signed off at the next meeting.</p>	
<p>3. Committee Positions</p> <ul style="list-style-type: none"> For Co-Chair – Jon Cotton – nominated by Janet Jacobi, seconded by Siona Machelworth. For Co-Chair – Siona Mackelworth – nominated by Mark Allison, seconded by Alison Smailes Phillips. For Treasurer – Mark Allison – nominated by Becky Romanaik, seconded by Alison Smailes Phillips. For Co-Secretary –Janet Jacobi, nominated by Siona Mackelworth, seconded Mark Allison. For Co-Secretary –Alison Smailes Phillips, nominated by Siona Mackelworth, seconded Mark Allison. <p>All carried unanimously</p>	
<p>4. Finance & Accounts for Last Year</p> <ul style="list-style-type: none"> The Finance and Accounts spreadsheet was tabled by MA and agreed and signed off by all present. Mark to submit a Charity Commission Return. 	<p>MA</p>

<p>5. Spending Plans and Suggestions</p> <p>There was a request from Vicky Hearson for £600 for the EYFS/KS1 theatre trip and £600 to be available for KS2 for an event. (They are currently working on this event and will confirm this soon). This spending was agreed.</p>	
<p>6. Forthcoming Events</p> <ul style="list-style-type: none"> <p><u>Halloween Disco</u></p> <p>A date of 16th October was suggested. SM to check with JS.</p> <p>It was agreed that this disco should run in the same format as usual.</p> <p>Food to be pizza/hot dogs and order a lot more ice lollies.</p> <p>We need to advertise for DJ dads to do disco.</p> <p>Mel will be invited back to do the pocket money stall and she has suggested that we can take 10% of sales in future.</p> <p>Drinks to be organised by MA.</p> <p>Tattoo & nails to be organised by JC.</p> <p>The tickets will be on sale for KS1 and KS2. It is imperative that we have x2 people on the door at all times and that it is stated on tickets that all children need to be accompanied by an adult. ASP to sort tickets asap.</p> <p>We must ensure that we have enough people to clear up after the event. MA to produce a volunteer board asap.</p> <p><u>Cake Stall</u></p> <p>AS to liaise with the cake stall volunteers to check if they are OK to do the last Wednesday before each half term?</p> <p><u>Christmas Fair</u></p> <p>A date of 4th December was suggested. SM to check with JS.</p> <p>A magic show, 6/7 stalls, food & bar and the choir to be located on the main stage were suggested for this year.</p> <p>Costing still needs to be looked at.</p> <p><u>Speed Quiz</u></p> <p>The speed quiz will definitely be held in the new year in the same format as the last one.</p> 	<p>SM</p> <p>ASP</p> <p>JJ</p> <p>MA</p> <p>JC</p> <p>ASP</p> <p>MA</p> <p>ASP</p> <p>SM</p>

<ul style="list-style-type: none"> • <u>Bags to School</u> <p>JJ to check with Gary, re storage for bags.</p> <ul style="list-style-type: none"> • <u>Summer Fair 2016</u> <p>Grovestock Festival was discussed. The costs and licence need to be looked into.</p>	<p>JJ</p> <p>MA</p>
<p>7. AOB and Date of Next Meeting</p> <ul style="list-style-type: none"> • Janet is looking into The Parent View. • Our photos need to be on the board. • A coffee morning for all new starters was suggested immediately after drop off in the morning. • A planning meeting will be held on 14th October 2015. ASP/JJ to organise. 	<p>ASP/JJ</p>