

**Holy Name Catholic Primary School  
Parent Teacher Association**

**Minutes of Meeting held on 4 November 2008**

**Present:**

Aiden Duffy  
Gosia Ciesluk  
Claire Lees  
Lorraine Gould  
Amanda Coultas  
Flo Rowley  
Carolyn Stephenson  
Alexia Holmes  
Clifford Taylor  
Jonathan Idle  
Angela Loftus  
Anne Henderson

**Apologies:**

Kim McDonnell  
Lorraine Idle  
Helen Craggs  
Sheila Burke  
Anne Marie Billington

**Treasurer's Report**

1. Jon Idle reported that there is approximately £8500 in the bank. Of this, £2500 is immediately available for the purchase of new playground equipment (once the new benches are paid for, an allocation made for new playground thermoplastic markings and monies held back for expenditure on activities which have already been approved). It was noted that all claims for expenses and all expenditures with PTA funds must be supported by invoices or receipts. Mr Duffy reported that PTA contributions would be welcome for travel to a Christmas pantomime for KS1 and for KS2 travel for trips to a Sikh Temple. The meeting agreed to these two contributions.

**New Playground Equipment**

2. In Mr Brennan's absence, Mr Duffy tabled a list of the potential pieces of play equipment which had been identified by the School Council, together with a list

- of catalogue prices (excluding VAT but including installation). It was noted that some were very expensive and may be too large to fit appropriately into the playground once the benches were in situ and other ideas accommodated. A plan of the new playground layout was tabled, which showed where there may be potential to locate new equipment. The meeting also felt that perhaps some items were a little limited as to the numbers who could play with them at any one time.
3. It was agreed that considerable cost savings may be possible either if a single supplier were used for all the equipment or simply by shopping around, provided that all the safety and quality standards were met. The next step from the school's point of view was to return to the School Council to explain how much money is available this year and to agree priorities and what is practicable.

### **PTA Calendar of Events**

4. Agreed as attached, including monthly PTA meeting dates. Meetings to start at 7.30 pm unless otherwise agreed.

### **School Disco: Friday 14<sup>th</sup> November 3.30 – 5.00pm**

5. As the disco falls the day before the Church Bazaar, it was agreed that either the disco should be held in the Church Hall or the organisers of the Bazaar asked whether they could delay setting up until after 5.00pm. Volunteers for setting up at 2.30/2.45 were Claire Lees, Anne Henderson Carolyn Stephenson and Deb Mercer. Helen Bellamy, Anne Henderson and Flo offered to help with refreshments, Claire Lees and Gosia Ciesluk with Groovy Chicks/tattoos and Lorraine Idle on the door or raffle ticket sales. Any other offers of help before, during or after the disco would be very welcome. It was noted that the individual takings for the various stalls and entrance should be kept separate until counted by the treasurer – this helps with budgeting and the licence also requires that we keep a record of numbers attending.

### **Curry and Quiz Night: Friday 21<sup>st</sup> November 7.30 for 8.00**

6. Flo Rowley and Angela Loftus were leading on the arrangements, with Les Rowley acting as compere and quizmaster. Gosia Ciesluk, Anne Henderson, Sheila Burke and Alexia Holmes offered to help on the evening. Carolyn Stephenson was to cook a vegetarian curry and John Ryder (lunchtime supervisor) had offered to cook a chicken curry for the event.

### **Advent Mass Refreshments**

7. Lorraine Gould, Anne Henderson and Angela Loftus offered to assist in setting up the tea and coffee in advance (as Carolyn Stephenson and Deb Mercer were both involved in the Beavers' Christmas Party immediately before the Mass). It was

agreed that rather than a 7.00 pm start time, 6.30 would be preferable if this were possible for Father Pat. This would mean a 6.00 set up time.

### **Santa's Surprise**

8. Small wrapped gifts will be available for children to buy for parents etc at £1 each, with a tag to write at the the time (to avoid confusion). These will be sold for the week from Monday 8 December after school either in the wooden shelter outside Reception or if wet in the library. Volunteers will be needed to set up from 3.00 each day and then to sell/assist in tag writing.

### **Other fundraising events/activities**

9. It was agreed that for next Christmas another calendar with all the children photographed by month of birth should be investigated again and arranged before the end of this year so as to give maximum time for sales etc before Christmas.
10. The idea of a race night was to be looked into as well as a ceilidh.
11. As the annual pantomime at school is not on offer from the amateur dramatic group, it was agreed to look into whether any other groups may offer something similar for another year. It was noted that the event has not raised much money, but is an occasion that the children have always enjoyed.