PILSLEY C OF E PRIMARY SCHOOL

Friends of Pilsley School

Held on Tuesday 15th January 2019 9am at School

Minute No.		Action
	Welcome The chairman welcomed everyone to the meeting	
	Present Jennifer Murphy, Jenny Everitt, Emma Coleman, Jo Torr, Sara Howlett, Debs Biddle, Sarah Porter, Becky Spray. **Apologies for absence** Katie Link, Mandy Read, Hayley Moran	
1	**The Constitution** We discussed the constitution for the PTA and looked at a example on the Parent Kind website. Sarah will copy this version from the website with some adjustments to suit our school and send out to all parents.	SP
2	**Accounts** The accounts need to be audited. It was discussed and decided we can find someone in school to do this as an accountant it not required.	
4	**Risk Assessments** we need to have a risk assessment in place for the school fairs, Jen Murphy says her husband is looking into this for us.	JM
5	**DBS Checks** We discussed the need for committee members to be DBS checked. A few of the committee already have this but for those that don't we are looking into a way to get them checked. Sarah is asking Mrs Bond if this is something the school could fund or if the PTA should fund.	SP
6	**Events and Tuck shop** - Hayley has agreed to continue with the tuck shop until Easter. We thank Hayley for all her amazing baking and running the tuck shop. - **Easter Egg Hunt.** everything we need should be in the under cellar. This needs checking. Date for Easter Egg hunt is either 11th or 12th April. Volunteers needed to set up. - **Summer Fair.** It was decided we would have more people available to help set up on a Wednesday. So date for Fair is Wednesday 19th June 4pm – 6pm**.** To keep people at school before the fair starts we thought we could serve ice creams on the village green. The raffle will be drawn at 5.30 - **Disco** – A valentine disco was discussed for 14th February. Sarah will ask Mrs Bond	SP SP
7	**A.O.B** - Emma had the idea that people could donate their old Christmas Jumpers/outfits to sell at next years Christmas Fair. This was agreed as a great idea and Jen Murphy will write to parents. - Becky suggested we use a scheme called "Bags to School" where people donate clothing, bed linen, curtains, shoes, soft toys. We then get payed 40p per kilo donated. This was agreed as a great idea and Jen Murphy will write to parents.	JM JM
	Date and Time of next meeting March Tuck shop day 2pm	