



COED GLAS PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE PTA COMMITTEE HELD ON FRIDAY 23 MARCH 2018, 09:00

- PRESENT:** Cerys Lockett (PTA Vice-Chair)
Ruth Allen (PTA Treasurer)
Helen Simpson (PTA Secretary)
- ATTENDEES:** Nicola Hooper
Mrs Bhakar (Staff Representative)
- APOLOGIES:** Eileen Wong (PTA Chair, Melanie Dixon, Mr K. Hart (Headteacher)
Mrs C. Dutfield (Deputy Headteacher)

1. **PTA Treasurer's Update**

The Committee received an update from the PTA Treasurer.

1.1 Water Fountains

It was noted that the PTA had given the school £3260 for the purchase and installation of the water fountains. It was agreed that a request to the Headteacher would be made to publish in the school newsletter. It was also agreed that a photograph should be included, along details of the winner of the splashback competition.

Action: PTA Vice-Chair

1.2 Pandemonium Theatre

It was noted that despite the school requesting for a £1 contribution from parents/carers for the recent visit of the Pandemonium Theatre, there had been a shortfall of £150. The PTA had therefore been asked to fund the deficit

The Committee APPROVED the payment. However, it was noted that in future prior notice should be given to ensure the cost is factored in to the PTA's financial forecast.

It was agreed that all formal requests should be sent directly to the PTA Treasurer, An email would be sent to Headteacher to confirm.

Action: PTA Vice-Chair

1.3 Outstanding Receipts

It was requested that any outstanding receipts be sent to the Treasurer.

Action: All

2. Easter Raffle

The Committee AGREED to spend between £25-£30 for the purchase of Easter eggs and dairy free options for the Easter raffle being drawn on Wednesday 28th March 2018 at 3pm.

Action: PTA Vice-Chair

3. School Minibus Launch

It was noted that the launch of the minibus should take place at the PTA BBQ in celebration and acknowledgement of the funds raised the previous year.

4. Welsh Afternoon Tea – Friday 13th April 2018

It was noted that due to the postponement of the Afternoon Tea, because of the snow, all promotional posters around the school needed to be updated with the rescheduled date.

Action: Mrs Bhakar

It was noted that a reminder would be sent out via Schoop promoting the availability of tickets. A deadline of Tuesday 10th April 2018 would be given.

It was noted that sandwiches would be prepared on the day and cut into triangles.

It was discussed that some of the tea pots purchased could be raffled at the event, with the rest being kept in PTA storage for future events

It was noted that menus on the day would be available in both Welsh and English.

5. Spice Time Credits

The Committee discussed the allocation of time credits and whether or not there is currently a process in place to monitor how many are being used for payment for PTA events.

It was agreed that more clarity would be needed to ensure fairness, transparency and consistency of earning opportunities. It was agreed that an open meeting should be arranged for volunteers to attend.

Action: PTA Chair

6. Summer BBQ – Friday 6th July 2018

The Committee discussed the Summer BBQ. It was agreed that following the Welsh Afternoon Tea, all focus would go towards the Summer event . It was noted that there needed to be enough support in place for it to successfully go ahead.