

# Trinity School PTA

## MINUTES

**Monday 27 March 2017 at 7.30pm – White House Meeting Room**

### Attendance

Shona English (SE)  
 Alastair Wilson (AW)  
 Angela Bingham (AB)  
 Steph Cox (SC)  
 Natalie Coen (NC)  
 Kathryn Protheroe (KP)  
 Mrs Eaton-Jones (REJ)

### Role

Vice Chair  
 Treasurer  
 Secretary  
 Parent  
 Parent  
 Parent  
 Teacher

Agenda Item		Action
1. Apologies	Apologies were received from Lisa Stroud, Mel Watson, Claudia Galveo, Emma Ross McNairn and Tania Stone.	
2. AGM Vice-Chair Report	SE provided summary of report and highlights from past year which all agreed had been successful and will continue to focus on social events rather than purely fundraising.	
3. Roles on PTA	<p>Unfortunately, Lisa is stepping down from Vice-Chair but is happy to remain as signatory on PTA bank account (as taken so long to finalise this with Barclays) and help at events where possible.</p> <p>Thanks to SC for agreeing to take Vice-Chair role along with SE who is remaining as the other Vice-Chair.</p> <p>AB agreed to remain as Secretary.</p> <p>AW agreed to remain as Treasurer.</p>	
4. AGM Vice-Chair Report	SE provided summary of report and highlights from past year, lead to discussions about events for upcoming year (family walk, quiz night, 50p Friday, hog roast).	
5. Finance Update	<p>AW explained that delays with Barclays to change signatories from last PTA, still requirement for Rachel Blake to sign a few cheques, hopefully resolved soon. Mrs EJ suggested that Lisa Paget in Prep Office become a signatory as present at school so easily available to sign cheques. AW agreed this was a good idea and will look into this once bank accounts finalised.</p> <p>AW provided summary of PTA finances, explained that approx. £1,909.60 raised since April 16, including provisional monies for St Patricks Party which is still being</p>	

	processed. Currently £3,358.68 in PTA bank account which includes recent payment of funding request for £456.66 to provide clothing for Science Busking with customised Trinity logo. Approx £1,500 to be paid for other agreed funding requests (£700 playground equipment, £350 cybershot cameras, £500 replacement tipi).	
6. St Patrick's Night Party	SE explained that approx. £575 raised, great event enjoyed by all, remaining stock can be used for future events. Discussed need for teams of helpers to set-up events and/or run events. Took a while to set-up/clear-up for St Patricks and start of night a lot busier than expected with taking monies, providing welcome drinks, serving at the bar, selling raffle tickets etc. Agreed that for future events will have dedicated persons for each task so can run more efficiently.	
7. Swim BBQ	Planned for Sat 10 <sup>th</sup> June. Usually takes place between 1-5pm, discussed having it earlier but not possible as it's Open Day. Considering having it later (3-7pm) as more people may attend, can swim upon arrival then have dinner with food from BBQ. Have usual stalls, face-painting, tombola etc, maybe five-a-side football (with help from Seniors) and music in the evening. AB to provisionally book bouncy castle and BBQ hire.	AB
8. Future Events	Discussed the following:  50p Friday – may reintroduce this Summer term on last Friday of the month. Will have rota for helpers and buying goods.  Cheese, Wine & Quiz Night - Autumn term to welcome back parents  Sponsored Family Walk – Autumn term, maybe along Templar Way/Dartmoor, involve Lucy Atkinson as leads Duke of Edinburgh and funds raised can be used for new kit (as per recent funding request).  Xmas Pantomime – Aladdin in Princess Theatre, Torquay, possibly Sat 9 December.  Hog Roast/Band – next Summer term 2018	
9. Date and time of next meeting	Next meeting Weds 19 April at 3.30pm in Oakley Hall.	SE

Meeting closed 8.45pm