

Trinity School PTA

MINUTES

Wednesday 22 February 2017 at 3.30pm –Oakley Hall

Attendance	Role
Shona English (SE)	Vice Chair
Melanie Watson (MW)	Parent
Natalie Coen (NC)	Parent
Emma Ross McNairn (ERM)	Parent
Claudia Galveo (CG)	Parent
Mrs Eaton-Jones (REJ)	Teacher

Agenda Item		Action
1. Apologies	Apologies were received from Lisa, Angela, Alistair Wilson, Tania Stone, Katherine Protheroe & Steph Cox.	
2. Funding Requests	<p>REJ asked for the funding request forms with written confirmation of whether approved (SE gave paperwork to REJ).</p> <p>Also briefly discussed process for reimbursement of items purchased as per funding requests. SE mentioned that unsure if still issue with signatories of PTA bank account and could be delay obtaining monies. Also discussed if having a school signatory (Lisa in Prep) may help speed things up. REJ to speak with AW.</p> <p>NC suggested having a photography afterschool club to utilise the new cybershot cameras. SE to mention to REJ/Mrs Cassidy.</p>	<p>REJ</p> <p>SE</p>
3. St Patrick's Night Party	<p>Sold approx. 41 tickets so far (including 16 from Steph Cox and 6 from NC not yet recorded). Need to sell 46 tickets to break-even with costs of band.</p> <p>Flyers have been put in bookbags for Reception and Year 1, unsure of other classes. Lisa looking into it and will update SE.</p> <p>SE to prepare drinks order based on current stock and amount sold at quiz night. Will ask Steph to purchase some</p>	<p>SE</p>

	<p>from Bookers (items that may need to be returned) and ERM can use Waitrose discount too.</p> <p>Need to check that Catering can supply enough glasses for the evening. AB to check?</p> <p>Katherine to confirm if possible to have keg of Guinness.</p> <p>REJ to check with Catering whether they will be decorating Refectory for St Patricks. SE has bought decorations that can be used in Salle.</p> <p>Agreed that easier to hold a raffle and not an auction of promises. Already have voucher for Ashburton Cookery School and signed Laura Wall Books. We'll look into the following:</p> <p>NC – Bronx, Sea Sport, Torquay Ski School, Ode ERM – Crealy, Pavillions MW – Cofton SE – Zoo, Bowling, Riviera, Pizza Express, Vue Cinema</p>	<p>AB</p> <p>KP</p> <p>REJ</p>
<p>4. Date and time of next meeting</p>	<p>Next meeting provisionally Weds 8 March at 4pm in Oakley Hall (SE to check hall availability and confirm).</p> <p>Also AGM will be in the White House Meeting Room on Tuesday 28th March at 7.30pm.</p>	<p>SE</p>

Meeting closed 4.30pm