

BOLTON SCHOOL JUNIOR GIRLS' PARENTS' ASSOCIATION

Minutes of meeting held on Wednesday 15th June 2011 at 7pm, Hesketh House

Present: Angela Howe – in the Chair (AH), Kathy Whittaker (KW), Kirstie Mogg (KM), Kristina Graham (KG), Mandy Hundle (MH), Ruth Brierley (RB), Angela Kay (AK), Jennifer Butterworth (JB).

1.0 Apologies

Apologies were received from Lisa Forshaw and Kath Hunt.

2.0 Minutes of the Previous Meeting

The minutes of the meeting held on the 23rd March 2011 were agreed as a correct record.

3.0 Matter Arising from the Previous Meeting

There were no matters arising from the meeting held on the 23rd March, which were not already covered on the agenda.

4.0 Financial Report

KG updated the meeting on the finances:

- Balance as at 15th June 2011 was £1794.65 – with expenditure to date of £3086.97 and income of £824.00.
- It was anticipated that additional income would arise from the sale of the school bags and refreshments at Sports Day, Breakfast Club, sales of summer punch at the Summer Concert and the Christmas Disco.
- Commitments yet to be expended where there would be no financial return on the investment are the Roller disco and the 2011 theatre trip (anticipated cost £1800).
- It was noted that in order to reclaim any expenses incurred, original receipts should be forwarded to KG. RB advised that the school photocopier could be used by KG to copy receipts.

5.0 List of Contacts

It was noted that the contacts and members lists needed to be updated and that a copy of the PA constitution was required

ACTION *JB to update contacts and to contact Karen Robinson for archive information and constitution etc.*

6.0 Update of PA Activities Held

Easter Bingo

It was reported that again, the Easter bingo had been a resounding success. It was suggested that for next year, less eggs were required.

Photography Competition

AH updated the meeting that whilst the quality of the photos entered was high, overall entrant numbers were down and it was thought this may be linked to the requirement to submit four photos.

Royal Wedding Coins

All agreed these were great but thought that the fact that they had been bought by the PA could have been more explicit. It was agreed that in future any 'gifts' bought by the PA, should be sent out with an accompanying compliments slip.

The PA thanked Miss Agogue for her part in buying the coins on behalf of the PA.

Fashion Show

Whilst it was considered that the evening had been a success, it was still disappointing that the numbers attending from the school were low and that perhaps next time, more innovative marketing such as tickets sent out to all parents and asked to be returned if they were not attending, a friendship table for parents who were attending on their own, a plus one challenge, could be considered. It was also agreed that a Thursday or Friday evening would be preferable.

7.0 Update of PA Confirmed Activities

Sports Day

JB agreed to coordinate the refreshment tent on the 24th June and KG the sales of school bags.

It was agreed to purchase a bottle of water and a fruit nugget type snack, for all the children to be issued after sports day.

ACTIONS *AH will write to parents again asking for cake donations to sell on the day and for volunteers to help sell them.*

JB will do the Costco run to buy soft drinks to sell on the day and will contact John Greenalgh about the tables and the gazebo.

RB to contact school catering for the provision of non-alcoholic school punch.

All volunteers for the day to meet at school for 1230 to set up the stalls.

It was noted that if sports day were to be cancelled due to inclement weather, RB would notify AH and JB immediately.

Breakfast Club

AK will coordinate this again, supported by Mrs Jones who has the requisite hygiene certificate. AK agreed to find out the costs of acquiring a certificate. Any volunteers to help should contact AK and need to be in school from c. 0745.

Second Hand Uniform

MH agreed to coordinate the sale of uniform and will attend the new parents evening on the 24th June. It was suggested that an inventory of the uniform available could be emailed to all parents along with instructions for how they may purchase. MH agreed to sort this along with preparing the stock for a uniform sale after school, in the hall on the 28th June.

NB we didn't discuss help for Mandy on the 28th but if anybody can help can they contact Mandy directly please.

New Parents Evening – 24th June 2011

AH will attend to give a two-minute overview of the PA. Other members are asked to attend if possible. It was agreed that a promotional leaflet for the PA should be circulated at this event and KW agreed to compile this.

Roller Disco

KM and KW updated the group on the plans for this event. It was noted that costs to date were £100 for the roller skates man and £79 for the hire of the sports hall and the attendance of a qualified first aider. Other activities planned were jewellery making, photos, a tuck shop, a nail bar and an autograph wall.

MH offered to man the jewellery stall, AH the photos, AK and KG the tuck shop and JB to help out as required on the day.

Official Opening

RB advised that the PA were not needed to help on the day.

Summer Concert

It was agreed that there was an opportunity to sell drinks after the afternoon performance and prior to the evening performance, in the sensory garden.

ACTION RB to contact school catering to provide summer punch, tables and glasses and to arrange Y6 girls to 'steward'.

PA volunteers to serve need to be at school for 1330 to set up and sell after the afternoon performance, and at 1815 to sell prior to the evening performance.

8.0 Activities for the Next School Year

Autumn Term

Art Project	PA agreed, AH to coordinate,
Christmas Hampers	PA agreed, to be discussed at next meeting
Christmas Disco	Confirmed as 11 th December, to be discussed at next meeting.
Breakfast Club	PA agreed, to be discussed at next meeting.
Pink Palace – Park Road	PA agreed, to be discussed at next meeting.

Spring Term

Easter Bingo	PA agreed
Clothes Horse for kids	PA agreed, to be discussed at next meeting.
Easter Fair	Confirmed as 24 th March, to be discussed at next meeting.
Swap Shop	Agreed to incorporate into Easter Fair

