



Our Lady of the Assumption Catholic Primary School



Minutes of PTA Meeting.

Date Wednesday 25.01.17

Present

Parents: Kim Ennis, Dawn Lucas, Lucy Dyde (Minutes)

Staff: Kate Connelly - Headteacher

	Item	Purpose	Who
1.	Apologies	Grace Tyrrell, Claire Dunn, Karen Sale, Kerry Henderson	N/A
2.	Items to discuss		
2.1	PTA Constitution	On 9 th December 2016 parents were invited to comment on the updated PTA Constitution. Comments to be received by 9th January 2017. KC reported no comments received. LD requested the addition regarding online banking, group agreed. ACTION: LD to finalise constitution with Logos and to send to KC for publication on school website.	LD/KC
2.2	PTA Banking	LD advised the group that Ruth Shirley and Patricia Harper had written to the PTA group to give their resignation as signatories for the HSBC PTA bank account. The group agreed that LD, Grace Tyrrell and Kim Ennis would become new signatories and Carolyn McKay, School Business Manager would stay as signatory. ACTION: LD will arrange with others members to make contact with bank and arrange updated signatories.	LD
2.3	Mother's Day wrapping room	Date agreed for week commencing 20.03.17, gifts will be purchased.	All
2.4	Summer Fete	Date agreed for Friday 23.06.17, planning meeting to be arranged	All
3	Next Meeting	TBC Agenda Items; <ul style="list-style-type: none"> • Update on actions agreed at Feb meeting • Father's day wrapping room • Summer Fete 	

If you would like find out how to get involved or to join the mailing list for the PTA
please email: pta@ourlady.coventry.sch.uk
You can also join the PTA Facebook page, search: Our Lady of the Assumption PTA

Without Parent Volunteers the planned events cannot take place.