



S.O.C.A. Minutes
Date - 19th April 2016
Time - 7:30 p.m.

Item No.	Item	Action
1.	Introductions/ in attendance	8 in attendance.
2.	Apologies	7 apologies
3.	Minutes of last meeting	Accepted as a true record. All in agreement.
4.	Matters arising	<p>Constitution has been submitted.</p> <p>Charity status. Action – S.K. will be apply for.</p> <p>DBS checks, Lanyards will be supplied, Green for DBS checked, Orange for non- DBS checked. Action – All members requiring passes to supply evidence and photographs.</p> <p>SOCA launch. Action – A.D. to launch in school, J.A. supplying a welcome statement for website.</p> <p>Governors A.R. would like to update governors at meeting on 6th May. Action – J.A. to supply update information.</p>
5.	Positions	<p>Voting – All attendees present at meeting to have a vote. All in agreement.</p> <p>In need of new positions – <u>Vice Chair</u> (to assist Joss). <u>Health and Safety</u> (Risk assessments etc – Anyone with any links through work / experience?) <u>Social Secretary</u> (Sub-committee for social events, hard to reach families etc). Action – Nominations and voting at next meeting.</p>
6.	Treasurers report	<p>Bank account. Action – J.P. and J.A. attending appointment 03/05/16 to open account. J.P. to apply for internet banking.</p> <p>Accounts / Book keeping. Action – J.P. use cashflow manager, send Suzanne regular to back up.</p>
7.	Events	<p>Pudsey carnival. 21st May 2016 Sweet Tombola stall using donated sweets, box of chocs, etc. Aimed at children, £1 for 5 tickets. Prize for losers too (e.g. lollypop), 3 Volunteers per hour. Risk Assessment completed. Action – Gazebo / Stall supplied by Scouts. Table supplied by A.F. (also be able to supply rock)</p>

		<p>S.K. to request donations from staff and pupils Members to also collect donations form family / friends. <u>Thurs 19th May 10am.</u> – Preparations in school, ambassadors to assist. <u>Tues 10th May 7pm</u> – Carnival Meeting (JA address) J.A. to put in application and pay cost of £20 (to be reimbursed). Volunteers – List going around. Year 6 Parents Information Evening. 14th June 2016 Members to hand out information including contact sheet and covering letter and fundraising cards. Volunteers – J.P., J.A., J.T., A.F., K.M. Any others? Action – K.M. to supply information sheets and covering letter. Pudsey House Coffee Morning 23rd July 2016 60p entry includes hot drink and biscuit. Buns / baking, tombola, book stall (Mills and Boon type). Donations from year groups to make hampers (gardening, pamper, food etc) Action – Planning meeting nearer the time.</p>
8.	Fundraising	<p>Weather Lottery £1 per week, top prize weekly £25k. PTA receives 37p return per £1, VAT registered larger return. Cheque every 3 months. Reward scheme for members. All admin included. All in agreement. Action – J.P. to look into VAT register J.A. apply to LCC for gambling license £40. S.K. to announce results in E-Bulletin. Easy Fundraising Cash back for orders online through easy fundraising. All in agreement. Action - K.M. to register.</p>
9.	A.O.B.	None
10.	Meeting Frequency and date of next meeting	<p>Frequency – one per half term. All in agreement. Extra when required for event planning. Next meeting – 23rd June 2016 7pm, Crawshaw Academy.</p>
11.	Close	