

## PTA Minutes Thursday 12<sup>th</sup> May 2022

Present: Ruth Relfe, Suzie Day, Tanya Bennett, Jo Mazza, Sophie French, Katie Laurie, Sam McKenzie, Becky Vidler-Green, Zoe Scotton, Rachel Hargrave

Apologies: Emily Holland, Catherine Parker

### Pop Up Uniform Shop

Rachel, Suzie and Ruth reported that this was a busy event and worth doing. £130 profit was taken. Next date discussed – 23<sup>rd</sup> June suggested. Ruth and Becky would be available this date.

#### Actions:

Rachel to send message re collection of Y6 uniform nearer end of school year

Rachel to ask school next date – Thursday 23<sup>rd</sup> June to repeat

### Disco - May 20<sup>th</sup> KS2 (Ruth)

Rachel has completed booking form and risk assessment which have both been sent to school and approved and signed. Ruth has helpers sorted and allocated jobs on sheet ready. Sophie has purchased novelties. Becky and Tanya and maybe Louise will go on Bookers run.

#### Actions:

Once purchased Becky to give Bookers receipt to Suzie

Suzie will then send price list to Ruth

Ruth will then make price/signage for stalls

### Queens Jubilee May 26<sup>th</sup> (Sophie/Sam)

Michelle has made time slots for staff information. Sophie has made up Guess the number of sweets jar. Rachel, Suzie and Sophie will start the day. Ruth can join at 1pm.

#### Actions:

Rachel to email Katie John Lewis email date to chase reply

Suzie to buy a Corgi

Suzie to take picture of Corgi and send to Sam

Zoe to send picture to Sam

Sam to make poster

Zoe to then use poster to advertise

### Donuts for Dads Friday 17<sup>th</sup> June

A discussion on whether Krispy Krème do 50 dozen boxes or more on pre-order was had. Sophie said there are paper bags for sales in PTA cupboard.

#### Actions:

Donut order amount to be checked - who by??

Sophie to count paper bags

Gemma Hayward to confirm availability to collect donuts from Bluewater

Rachel to contact Coxheath PTA re advertising poster

### New Entrants Meeting Wednesday 22<sup>nd</sup> June (6.30-7.45pm)

Ruth will represent the PTA at this event

#### Actions:

Katie to check what was in last year's pack re PTA input

Rachel to send pack content ideas and Information to Sam

Sam to make A4 sheet to go in pack

### Head Teacher for a Day -July (Rachel)

Rachel confirmed 4 leaders have now replied and dates set and in school diary. (4<sup>th</sup>,5<sup>th</sup>,8<sup>th</sup> and 19<sup>th</sup> July). Tickets priced at £1 (unlimited). Deadline 29<sup>th</sup> June. Cash to go in drop box.

#### Actions:

Sophie to make advertising poster  
Sophie to send to Zoe and Rachel  
Advertising on Social media from 20<sup>th</sup> June

### Late Summer Festival - Saturday 17<sup>th</sup> Sept (Sub committee)

Ruth reported that a burger food vendor has now been confirmed but another needed.

#### Actions:

Rachel to ask on newsletter for other food vendor options  
Rachel to contact Knight Edmonds re advertising boards  
Suzie to check drink order from last year  
Subcommittee to arrange next date to meet and plan  
Ruth to create an event to send to Zoe

### Fashion Show

No one felt they were able to take on this event as we are all so busy but felt it would be revisited in the future.

### Boot Fair

This event idea was discussed re logistics and access to field etc. Ice cream, burger vans could be invited.

#### Action:

To be added to November agenda for possible event in Spring

### AOB

### Pro Strike

#### Action:

Rachel was asked to contact the school re Pro-strike event and ask for confirmation on why this event did not go ahead.

### Social Media

#### Actions:

Rachel to put twitter link in newsletter  
Jo to organise a raffle to drive followers on Fb and twitter  
Katie to write simple/ quick Amazon Smile App instructions

### Next Year's Disco Dates

#### Action:

Rachel to review last year's dates and book next dates into school diary  
Suzie to then book disco man and pay deposits