

## PTA AGM and Minutes Tuesday 8<sup>th</sup> November 2022

**Present:** Ruth Relfe, Suzie Day, Rachel Hargrave, Catherine Parker, Mario Fenech, Lisa Humprey, Miranda Gibbs, Sam McKenzie, Ingrid Dutch, Muna Omar, Anna Francolini, Kay Goldsmith, Jess Waghorn, Becky Vidler-Green, Tanya Bennett, Zoe Scotton, Brenton Bates, Via Zoom – Sarah Holman, Sean Johnson, Emma Buckingham, Katie Laurie

**Apologies:** Sophie French, Jo Mazza

### **AGM**

Chairs Report - please see separate report

Treasurers Report - please see separate report

#### **Actions:**

School to send PTA their wish list for PTA to agree what to donate to at next meeting  
Rachel – to send Chair and Treasures report along with accounts to school

#### **Appointments and Resignations of Committee**

##### **Chair**

Ruth volunteered to stand again for the next academic year. Nominated by Becky Vidler-Green and seconded by Catherine Parker.

##### **Treasurer**

Suzie agreed to continue for the next academic year unless someone wanted to take this role on. Supported by Rachel and seconded by Ruth

##### **Secretary**

Rachel stated this year would be her last and she would be leaving the PTA in July as her daughter is in Year 6. She will continue the role until Easter and then hopefully hand over to someone during Term 5 and 6 sharing the role initially, then stepping down. Nominated by Suzie and seconded by Ruth.

##### **Joint Vice chairs**

Both Sophie and Jo had sent messages that they were happy to continue on their roles until July as they both have Y6 children leaving then as well. The decision to re-elect Sophie & Jo was unanimously agreed.

##### **Action:**

Rachel to send email out job descriptions for Committee roles for people to consider.

Following the two reports and election of committee members Sarah Holman thanked the core team for all that they do behind the scenes. She commented on the success even during covid and that money had continued to be raised. Sarah thanked the PTA for raising money that goes directly to the children and that she is truly thankful for all the PTA do. Sarah reported that the money is directly beneficial to the children i.e. new KS1 reading books directly linked to phonics, and Hobbit hut. She said these would not have happened without the PTA's donations so it's making a massive difference to the school budget especially as costs rise to run schools. Sarah thanked all who had given their time to volunteer in any way and reiterated that she was so grateful and thankful.

Sean Johnson echoed his thanks and said he would continue to support seeking help for us. He offered to rally up further support and said please use him i.e. leaky roof contacting parents etc. / promoting Amazon Smile.

AGM finished at 8.20pm

## PTA Meeting

### Amazon Smile Update

Suzie thanked Mr Johnson for emailing parents about Amazon smile again. This had generated an extra 28 people to sign up and an increased number of 558 purchases in October. In total there are now 138 supporters. A payment from Amazon smile is due soon. Ruth thanked Zoe for sharing on social media.

#### Action:

Please can all share how to sign up on all class groups

### Coffee Morning Dates

Ingrid reported that these would start on 18<sup>th</sup> November 2.15pm in the staffroom and run every two weeks.

#### Action:

Volunteer from PTA needed to attend – please email Ingrid and copy in

[loosepta@yahoo.co.uk](mailto:loosepta@yahoo.co.uk) if you can attend

PTA to send any fliers to Ingrid to have out at event

### Christmas Cards

Around 320 pieces were returned and ordered. KS1 was very popular and YR-4 had completed these at school. The uptake on the cards completed at home was less. The administration was very full on and hard to do in school. Ruth explained change of provider from APFS the previous year as some products had arrived unsatisfactory.

#### Actions:

Ingrid to chase families of 6 orders which had been placed but no art work returned.

PTA to review provider in January ready for next year

### KS2 Disco - 11<sup>th</sup> November

Enough helpers have been added to the list following several requests. Tanya has completed drink/sweets/crisp shopping. Sophie has completed novelties shopping.

#### Actions:

Tanya to deliver Bookers shop to school hall at 2.30pm on Friday

Ruth to arrange to get novelties from Sophie

### Prostrike

To be discussed at next meeting as Jo not present.

### Christmas Fair - 26<sup>th</sup> November

Advertising boards have been arranged, social media has been promoting and newsletter has contained date for past 2 months but a push still needs to be made to raise awareness. Festival drinks raffle taking place online and payment being made. This was running at the same time as disco tickets so needs to be avoided in the future. Thank yous were made to Emma Laxton who has sorted bottle tombola tickets and Natalie Timson who has sourced a toy snowman and created 200 names on a grid. Mince pie and mulled wine shoppers have also been sourced. There are now enough helpers for Friday 25<sup>th</sup> but stall helpers are urgently needed.

#### Actions:

Rachel to resend volunteer request email for stall helpers

Rachel to email number of mince pies/ mulled wine bottles to volunteers

Rachel to email volunteer helpers to request they wear Christmas jumpers on the 26<sup>th</sup>.

Sam to create programme/flyer for lay out of stalls for the day after Ruth and Rachel have finalised

### Christmas Gifts to Parents - 8<sup>th</sup>/9<sup>th</sup> Dec

Anna and Toby have bought 1500 gifts and have nearly finished wrapping them! Ruth explained the event to new parents.

#### Actions:

Rachel to send letter to office to go out on 21<sup>st</sup> November

Anna to purchase 1500 stickers/labels for children to write on

Rachel to email for helpers after 21<sup>st</sup>

### Christmas Hats

The decision was made that £400 was not a good use of PTA funds as none had been donated or found for a reasonable price this year. Therefore it was felt it was not a responsible use of funds or very environmentally friendly.

#### Action:

School to ask children to bring/wear a hat on Christmas dinner day

\*Following the meeting a link has been made to a company who have donated nearly 700 hats for the event more details to follow.

### National Pizza Day -Wednesday 8<sup>th</sup> February

This is parents evening date so could be a great date as people will need an easy tea option that day!

#### Action:

A volunteer is needed to research and arrange this possible event plus National chip week 21<sup>st</sup> February

### Easter Raffle

Many thanks to Katie for arranging this for the past two years. Katie will share the spreadsheet used and template letter for local businesses and she is happy to support with spreadsheet but needs someone to now take this on.

#### Action:

Rachel to add to December agenda to start sorting

Volunteer needed to run this event

### Quiz May/June

#### Action:

Ruth to sort date with Toby

### PTA Cupboard Key

This key has been missing for some time now and causes issues with access to the PTA cupboard. A master has been left for us to use now but ideally, we need a new lock and key asap to save time and energy every time we need to access it.

#### Action:

Ingrid to organise

### Other Event Ideas

Break the Rules Day suggested by Mr Johnson.

#### Action:

School to suggest date to PTA – maybe end of January as no events currently planned

Head teacher for the day to be repeated with Sarah's date before Easter holidays. Mr Johnson volunteered 24<sup>th</sup> March for his Deputy day.

Action:

Rachel to email SLT to request dates from them

The Festival (September event/new name)

Action:

Ruth to agree date with school in the next few weeks.

Next agenda:

Action:

Rachel to add 'Mothers and Others' and 'Dads and Lads' as possible events to repeat

Meeting finished 9.20pm

This Years Meeting Dates:

Thursday 8<sup>th</sup> December @ Chequers pub Loose village 8pm

Tuesday 10<sup>th</sup> January

Thursday 9<sup>th</sup> February

Tuesday 14<sup>th</sup> March

Thursday 20<sup>th</sup> April

Tuesday 16<sup>th</sup> May

Thursday 15<sup>th</sup> June

Tuesday 11<sup>th</sup> July