

PTA Agenda Tuesday 16th May 2023

Present: Suzie Day, Tanya Bennett, Katie Laurie, Kay Goldsmith, Jess Waghorn, Rachel Hargrave

Apologies: Ruth Relfe, Sophie French, Zoe Scotton, Sam McKenzie, Lisa Humphrey, Ingrid Dutch, Mario Fenech

Book Vending Machine (Ingrid)

The vending machine is now used once every short term (so 6 times a year). It is used as a reading incentive: each short term, one child per year group is selected as the Reading Reward Winner of the term. There are a number of reasons why a child may be selected by the teaching staff. For example, they may be reading a lot at home, or it may be because they have made great progress with their reading within school. The names of the winners are announced in assembly at the end of each term and they then meet with myself (Miss Spelman) and the Headteacher to select their book from the vending machine.

I appreciate the vending machine looks quite bare at the moment. I am actually in the process of compiling a list of books using the funds the PTA kindly donated towards this. The aim is to have the Vending Machine brimming with quality texts, as well as ensuring that there is a stock of texts available to fill it at any time. We should have this fully stocking within the next couple of weeks, ready for this term's winners.

*Regards
Claire Spelman*

The group had a discussion around the awareness/ publicity of this incentive to parents and children and also how many children gained a book from the machine each term.

Action:

Rachel to ask if school would be happy to fundraise to provide one prize per class, per term in the future and if it could always be tweeted to raise the profile of this incentive to parents and children.

Pop up Uniform Shop Feedback (Ruth/Suzie)

This event went well as plenty of volunteers to move boxes made it far easier than last time. The event raised £214.00

Actions:

Rachel to ask school to chase parents who owe money
Rachel to put request in newsletter for Y6 uniform nearer end of year

KS1 Disco - 19th May (Rachel/Suzie)

Sound and lighting sorted and volunteer list is filling up – ideally one more volunteer required. School have 6 members of staff attending – one per class. PTA volunteers have been emailed/ told due to safeguarding reasons that they are to stay in the hall throughout the disco. Risk assessment sent to school already. Drinks, snacks and novelties bought ready and ingredients checked for allergies made known to the PTA. Suzie has tried contacting the Disco man but email in box is full. 120 tickets sold to date with deadline Thursday lunchtime.

Actions:

Rachel to draw table plan and give to Catherine re hall layout
Suzie to give class names to school Friday am
Tanya to deliver goods to school on Friday 3pm

Match Funding / Easyfunding (Sophie)

Mario is able to access Match funding from his employer Natwest for up to £500 and will sort forms etc in due course.

Actions:

To be added to June agenda

FYI Future Disco's

KS2 – Oct 13th, Feb 9th and KS1 17th May – dates agreed with school and in diary.

Action:

Suzie to book DJ when his email is not full again!

Quiz Friday 9th June (Toby/Ruth)

Toby booked and ready! Ruth had emailed ideas relating to this event which Rachel read out and following a discussion it was agreed, as man power was very short and the time frame very short, that it would be best to not ask parents to donate prizes for the raffle at this event.

Actions:

Rachel to create a booking form

Suzie to agree payment arrangements/ deadline etc

Details to be shared on social media

Rachel to call Ruth to discuss lack of available volunteers etc

Kay to purchase 8 wooden spoons for the losing team

Fruit for Fella's (Tanya)

Tanya has organised the packaging and fruit order for this event.

Actions:

If transport/ delivery not available by farm Rachel/Suzie and Tanya will transport the fruit during the day to school.

Letter to be produced for parents stating max.2 per child highlighting the deadline as 12th June being imperative as Tanya placing order with the farm.

New Parents Evening (Ruth/Tanya)

Sam has created poster

Action:

Sam to send to Rachel

Rachel to email onto school to add to their PowerPoint

Sports Day Ice Poles 29th June (Rachel)

Actions:

Rachel to order ice lollies from Iceland Warehouse as before if possible

Kay to confirm if she can collect these during the morning and deliver to school

Year 6 Play Refreshments (11.7.23 2pm and 7pm, 12.7.23 2pm and 7pm)

Ingrid sent an email that said the dates and times may change a little

Current info Monday 2pm, Tuesday 2pm and 6pm, Wednesday 6pm

Action:

School to confirm dates with PTA asap so volunteers etc can be sorted

The Festival Update- 16th September 2023 (Ruth)

Ruth's email was read updating those present on bookings made so far (see previous minutes) Plus Teo Long singing at 1.30pm (free). A discussion on the possibility of having a

small animal petting area was concluded with not for this event as it would detract from a festival feeling.

Actions:

Rachel to confirm advertising board sponsorship

Rachel to ask for addresses to put boards up in

Christmas Fair 25th November 2023 - FYI date set with school

Ruth said she is happy to help organise this if needed

Action:

Please contact Ruth if you would like to join a sub committee to start planning this event

Jess and Kay to complete elf school research!

Rachel to liaise with Lisa re emails

AOB

Christmas gifts to parents

A volunteer is needed to start ordering gifts for Christmas shopping for children to give to parents/carers. The suggestion was made to use Ali Express now as buying in bulk through this market place would be cheaper but it does take a long time to arrive.

This Years Meeting Dates: PLEASE NOTE DATE CHANGES

Thursday 15th June

Thursday 13th July