

PTA Minutes Thursday 15th June 2023

Present: Mario Fenech, Kay Goldsmith, Jess Waghorn, Ingrid Dutch, Tanya Bennett, Ruth Relfe, Rachel Hargrave, Suzie Day, Catherine Parker, Sam McKenzie, Lisa Humphrey

Apologies: Sophie French, Zoe Scotton, Katie Laurie

Book Vending Machine Feedback (Rachel)

Rachel has emailed Miss Spelman re PTA suggestion from the last meeting re book numbers per term and will feedback as soon as there is a reply.

KS1 Disco - 19th May Feedback (Rachel/Suzie)

It was reported that a great team came together - committee members, helpers and new parents and all jobs were covered. KS1 staff fed back that the timings worked well and the PTA felt being in KS1 hall really helped to make the event run easily. A £600 profit was made. The PTA thanked (by email after the event) the huge number of KS1 staff that helped as it made the event run so smoothly.

Actions:

In future more people needed on tattoos as very popular
More bags of sweets to be made up in advance as these were also popular.

Match Funding / Easyfunding (Sophie)

Action:

Mario is going to complete the form from his company and contact Suzie if needed.

Future Disco's

KS2 – Oct 13th, Feb 9th and KS1 17th May – dates agreed with school and in diary.
The DJ has been booked for these dates.

Quiz Friday 9th June Feedback (Toby/Ruth)

Huge thanks to Toby for being a superb host. Feedback was he made the event, providing a fun night. Everyone helped to tidy up which meant from start to finish the event went really well. Profit approx. £260. It was felt 8 teams was the right amount for the hall space, possibly 2 more in future if needed.

Fruit for Fella's 16th June(Tanya/Suzie)

Uptake was slow and ended up as 182 pre-orders. Tanya ordered 200 punnets with the farm (20 boxes, 550g fruit allocated). Since the meeting the PTA have had several emails commenting on how amazing the fruit was.

Actions:

Rachel to collect fruit from farm at 2pm
Rachel, Ruth, Suzie and Y6 helpers to deliver to classrooms 2.15pm
Ingrid to ask office to send text re afterschool sales £2.50 a punnet

New Parents Evening (Rachel)

The PTA slide has been sent to school to show on the night.

Action:

Ruth and Tanya to attend

Sports Day Ice Poles 29th June (Rachel/Kay)

Ice poles ordered from Iceland. Boxes now in 6 so figures adjusted accordingly. Email message from Miss Wood saying not needed but this had already been agreed a few months ago and the order placed so Mrs Dutch said to go ahead.

Action:

Mrs Dutch to find out why Miss Wood email sent

Ruth to contact Chris Clarke to organise 2 x igloos to store KS1 lollies

Kay to collect order and deliver to school around 11.15am

KS2 deliveries on day – Ruth, Kay, Rachel and Suzie (dependant on finish time)

KS1 deliveries on day – Lisa, Sam, Jess and Suzie

Year 6 Play Refreshments (10.7.23 2pm, 11.7.23 2pm and 6pm 12.7.23 6pm)

Actions:

Rachel to email for helpers

Ingrid to confirm dates and times needed and location of stall

Ruth/Suzie stock take

Tanya to do Bookers run

The Festival Update- 16th September 2023 (Ruth)

See previous minutes for bookings etc

Actions:

Ruth to contact Miranda re banners

Lisa/Ruth to update Risk Assessment

Ruth to collate Public Liabilities Insurance documents and Food Hygiene certificates

Ruth to coordinate song lists between artists

Rachel to email IT games man and request a couple of games

Gazebos in shed to be checked before the event – volunteer needed

Rachel to liaise with Lisa re helpers list – Ruth to confirm timings/slots/stalls

Rachel/Lisa to organise addresses for advertising boards

Suzie to apply for TEN notice for sale of alcohol

Christmas Fair 25th November 2023(Ruth)

Ruth/Tanya/Lisa volunteered to organise

Actions:

Ruth to contact Miranda re banners

September meeting to include decision re Santa or Elf Workshop

Christmas Gifts to Parents

After discussion it was felt there was enough help to run this event and shopping to start now. Ideas from Ali Express etc -giving time for delivery. The PTA will endeavour not to purchase plastic goods and try to get more environmentally friendly options.

Actions:

Lisa to start shopping

Sam to liaise with Lisa

Jess and Kay will wrap gifts

Christmas Cards

After discussion it was decided not to run this event in December 2023 as early sign-up offer had been missed and as it involves a lot of administration, which with so many other December events taking place, it was just not possible.

PTA Display Boards/ Posters (Ruth)

Actions:

Catherine volunteered to update boards after uniform shop approx. once a month.

Sam to create events diary and posters to use in boards/stand

After event – total raised to be included

Fund Raising Request (Rachel)

Rachel read email request from LASC/ Holiday club re bouncy castle purchase. Following discussion, it was decided that the Risk Assessment and storage of this would be problematic and also does not include all children in the school.

AOB

Kay volunteered to clear out the cupboard! Kay will liaise with Ingrid re dates school will be open to go in during the summer holiday.

One Elite pub prize missing from raffle – Rachel to check emails.

Any donations for Jo and Becky to be handed to Ruth asap please.

New Committee moving forward:

Chair - Tanya (from AGM)

Vice Chair – Mario (from July as Sophie stepping down)

Treasurer – Suzie agreed to continue (until Tanya steps down)

Secretary – Lisa (from July as Rachel stepping down)

Next meeting:

Thursday 13th July, 8pm