

## PTA Minutes Thursday 13<sup>th</sup> July 2023

**Present:** Ruth Relfe, Sam McKenzie, Mario Fenech, Catherine Parker, Trevor North, Jess Waghorn, Kay Goldsmith, Suzie Day, Sophie French, Tanya Bennett, Rachel Hargrave

**Apologies:** Lisa Humphrey, Zoe Scotton, Katie Laurie

### Book Vending Machine Feedback (Rachel)

Mr North confirmed that additional books/ money from the PTA would be used as incentives for children's reading rewards in the vending machine. He suggested a year group each week throughout the term rather than all in one week.

#### Action:

School to contact PTA with numbers of books/amount of money needed each term

### Match Funding (Mario)

#### Action:

Rachel to give Lisa Match Funding template/ letter for Mario, to be completed after the Festival

### Fruit for Fella's Feedback 16<sup>th</sup> June (Tanya/Suzie)

This event raised £579 and sales were unfortunately relatively low. The feedback was that the quality of the fruit was excellent. There was a discussion that this might be a bigger event next year and a suggestion of a photo to show people what was in offer.

#### Action:

Include photo if event is held again

### New Parents Evening Feedback 21<sup>st</sup> June (Ruth/ Tanya)

Ruth reported that 11 parents signed up last year and 22 had completed the form this year including a new parent who is a Virtual assistant business manager and would be happy to promote and develop social media presence. Zoe has managed this side of the PTA but is happy to hand this on now. Thank you, Zoe, for all you have done on social media to promote events to date.

### Sports Day Ice Poles Feedback 3<sup>rd</sup> July (Rachel/Kay)

Unfortunately Iceland's calculations were incorrect and we had far too many lollies however these are being donated to Y6 Sports day and LASC.

#### Action:

Mr Collier to bring lollies back to school on Monday 17<sup>th</sup> July

### Uniform Shop (Teddy Bears Picnic) Feedback 7<sup>th</sup> July (Rachel/Suzie)

A profit of £85 was made and the event raised the presence of the PTA uniform shop.

#### Actions:

Signage needed next year

School to use PTA gazebos if needed to create shading for new parents and children

NB – one Gazebo broken so there are now only 6 in the PTA shed

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

The school were very thankful for the PTA running this. More stock sold on second evening.

#### Action:

Potential for the school to use pupils to sell from trays in the hall during the interval in 2024

### Cupboard Clearance Dates (Ingrid)

Date set for 22<sup>nd</sup> August with school

#### Action:

Jess and Kay to stock take for Festival and Christmas while sorting cupboard  
Ingrid to confirm with PTA the possible relocation of the PTA shed /storage

### Lucky Lotto for September (Rachel/Lisa/Suzie)

#### Action:

Lisa to update letter and send to school at the start of Term 1  
Sam to create poster

### The Festival Update- 16<sup>th</sup> September 2023 (Ruth)

#### Actions:

Ruth to give Suzie list of confirmed PTA stalls and prices by mid-August  
Suzie to allocate float according to prices given  
Rachel to send helpers request email this week  
Lisa to coordinate helpers list as emails/offers arise  
Ruth to contact Miranda to create banners  
Sophie to ask Ant re football stall  
PTA to ask class groups re advertising boards  
Ruth to ensure PLI and Food hygiene certificates supplied and in date  
Ruth to organise subcommittee meeting nearer the time  
Suzie to provide list of stock purchased last year to Festival team  
First meeting of new academic year to be at school – sweet bagging

### KS2 Disco - 13<sup>th</sup> Oct

Suzie has booked the DJ. Rachel has met with Lisa and shared folder with booking form, risk assessment, previous letters and helpers' grids etc.

#### Actions:

Lead person needed to oversee this event  
Lisa to request volunteers  
Lisa to complete school booking form in advance  
Disco lead to complete risk assessment ensuring there are first aiders  
Kay and Jess to source novelties  
Ruth and Tanya to do Bookers run  
Sam to create poster

### Christmas Fair 25<sup>th</sup> November 2023

Subcommittee of Ruth, Lisa, Mario formed

#### Action:

Please contact Ruth if you'd like to be part of this committee  
Lisa to email stall holders from last year

### Christmas Gifts to Parents (Lisa/Sam)

#### Actions:

Sophie to send Lisa gift website information  
Lisa to purchase gifts

### PTA Display Boards/ Posters (Sam/Catherine)

#### Actions:

Sam to create poster and send to Catherine  
Catherine to print on A3  
Catherine to drop at school office and tell Sophie when ready

Next Years meeting dates - to be arranged

Tuesday 12<sup>th</sup> September, 8pm at school

Thursday 12<sup>th</sup> October to include AGM, 8pm at school

Action:

Lisa to book dates with school (12<sup>th</sup> Sept staffroom/ 12<sup>th</sup> Oct Hall)

Three members of school team to attend AGM

Trevor to encourage staff to join committee

AOB

Mr North said he would contact Miranda re Sensory Garden funding

School to add a Y6 event from PTA to their wish list for 2024 i.e. leaver party

Goodbyes and Thank yous were made to Sophie and Rachel and gifts will be delivered to Jo and Becky