

PTA Minutes

8th January 2024

Apologies: Mario Fenech (Vice Chair), Zoe Scotton

Present: Tanya Bennett (Chair), Samantha McKenzie (Vice Chair), Suzie Day (Treasurer), Nikita Terry, Jessica Waghorn, Ingrid Dutch, Lisa Humphrey (Secretary), Ashley Blackett, Alison Quinn, Catherine Parker.

Policies: Alison has kindly written up all the new policies/procedures for the PTA to follow and added these to Trello.

TB will review these to see if anything needs amending or adding. AQ will also add risk assessments and safeguarding policies.

Bingo Night: It has been suggested that we hold another bingo night. To do this we need to find a bingo caller / bingo machine and look at suitable dates.

Review at next meeting to see if we have any suitable dates for this year.

Match Funding: Payment has been received from our Match Funding. Applications are now open for the new year. It has been decided that we will match fund our Spring Raffle again this year.

MF to send new application for match funding.

Christmas Fair: Our Christmas Fair raised a massive £2699. Sugar Mae's is still to pay.

LH to chase up Sugar Mae's payment.

Christmas Gifts: The Christmas Gifts raised a huge £1225. There are gifts left over which can be stored until the next event. It was noted that some teachers brought children to the event who had not paid, and it was decided that in future only children who have paid are to attend to save any upset.

LH and NT are to look for gifts for the next event.

Willy Wonka: The event raised £478.

Spring Raffle: The draw will take place this year on the 1st May. Deadline for payments will be 26th April. We have some raffle donations already received from prior events.

LH and NT are organising raffle prizes.

Easter Egg Hunt: The easter egg hunt will take place on Friday 22nd March. After school. AB will be working on a quiz/letter finding sheet for the children to use whilst finding all the eggs/rabbits around the outdoor areas. AB and NT are working on getting large figures/eggs to attach the letters to. A coffee hut will be on site. Suggestion of an Easter Cake to raffle off during the hunt.

LH to get details of coffee hut including liability insurance. LH to contact any local companies regarding sponsoring the event to cover costs of easter eggs. LH to contact cake makers to donate an Easter Cake. LH to organise costume/easter set up

Volunteer Emails: AQ and NT are working on putting together an email specifically for volunteers to keep track of how many volunteers we have and streamline any volunteers for events. AQ will be setting up and sending out a form for all volunteers with dates of events.

Summer Festival: NT will be taking lead on this event. This years' theme will be superheroes. Time of festival will be amended to 12-4. One vendor is already confirmed. LH to send details to NT.

LH to contact a parent regarding boxing demo at the event

Masked Singer: A suggestion has been made for an event whereby the teacher/staff dress up and sing; with the children guessing who's behind the mask!

KS2 Disco: Date is 23rd February. The volunteer email will be up and running and form will be sent out to see how many volunteers we have.

AQ to advise response for disco

Mother's and Others: NT has suggested a 'breakfast in bed basket', which would include orange juice/croissant/tea/coffee. Date of event will be 8th May.

NT will work out costing. LH & NT will approach companies for donations for biscuits/tea/coffee etc

Break the Rules: Confirmed for 2nd February. ID to consult with student council about which rules to break. Agreed price of 50p per rule.

ID to advise rules from student council before next meeting

Golf Day: MM will be organising this. Will postpone any further mention of this until needed.

PTA sign up form: AQ will be writing us up a new and improved PTA sign-up sheet for new parents for September.

Xmas4Schools: LH to chase as payment not received.

LH has spoken with Xmas4schools who have advised cheque was sent in December but remains uncashed. LH will provide them with BACS details as having checked with school office – cheque has not been received.

AOB:

Departure of Vice Chair: Samantha Mackenzie has made the sad decision to leave the PTA. Sam has been invaluable to the current set up of the PTA with her social media input and has led some wonderful events and brought us many smiles. We will be sad to see her leave and wish her all the best.

This leaves the PTA with only one Vice Chair and Mario Fenech expressed he can only take on the role as a joint position. If anyone wishes to put themselves forward for the role of Vice Chair alongside Mario, please contact Tanya.

Next PTA Meetings: The Chequers Pub has advised they are closing early during weekdays now and as such we can no longer hold our meetings there as we will not have enough time to conduct all our business. Future meetings will now be held at the Bull Inn Linton.

LH has put out a poll with an earlier meeting time suggested. Majority of votes are for 7pm or 7:30pm start. LH will conduct another poll to confirm the new meeting time going forward.

Next PTA Meetings:

Thursday 8th February 2024

Tuesday 5th March 2024

Thursday 18th April 2024

Tuesday 13th May 2024