

## PTA Meeting: Constitution

19<sup>th</sup> January 2023: 6.00pm via Teams

Present: Annemarie Allan, Annie Wentworth, Stacey Mason, Helen Wood, Jenny Ellams, Leigh McCarthy, Lauren McAnespy, Mirka, Kadys, Rachel Charles, Lynn Young, Amy Robinson, Emma Southern, Lesley Halliwell, Viv Guy, Emma Stone

Apologies: Rachel Fagan, Catherine Allen, Karen Whitby, Katie Floweth, Natalie Peterson, Helen Kennedy, Katy Mcillwaine, Paula Coverdale, Laura Weston

Item	Action	Person
1. Review events held end 2022 - what went well and not, what would we change/improve	<p>Disco: enjoyed more as no queuing, <b>consider environment/waste with events. Invest in reusable cups etc for future events. Squash Table</b> for drinks in disco. Louds noises, consider kids with sensory needs – kids <b>headphones.</b></p> <p>Breakfast with Santa: <b>More fruit</b>, consider <b>last day of school</b> before xmas again. <b>Organise groups of volunteers by year group for food distribution.</b> More control around allergy identification. <b>More print outs of sheets</b> for all volunteers. Ideally allocate at least one parent from the class in group volunteers to hand out food.</p>	Info
2. Finance Update inc Amazon Smile news	<p>As of 5<sup>th</sup> Jan Current bank Balance: £2560.81 Expenses still to go out for events before Christmas. Current balance after expenses expected to be just over: <b>£2300.</b> Direct debits including: School music funding £253.00 (monthly), Parent Kind £140 (yearly)</p> <p>Music funding supports school licence to play music and has funded the purchase of new glockenspiels, recorders and ukuleles.</p> <p>Christmas events have raised £800 included in the balance above.</p> <p>Amazon Smile is to be wound down but we should keep getting money in from this until June time. Need to consider other fundraising platforms and/or re-promote EasyFundraising.</p>	<p>Amy</p> <p>Info</p> <p>Info</p> <p>Who?</p>

<p>3. Plan events for 2023 (inc provisional for sept onwards)</p>	<p>Valentine's Disco: <b>Weds 8<sup>th</sup> Feb.</b> Need someone to coordinate the disco. £5 entry again. Class hall area locations for kids put their food bags. Plan for whole school numbers, food etc can be reused as dates longer. Bags in advance.</p> <p>Disco charge £25 ph in future. One free disco per annum.</p> <p>Mother's Day Secrets Room: <b>17<sup>th</sup> Friday.</b> Non-Uniform day 10<sup>th</sup> March</p> <p>School Easter Egg Hunt: small eggs to be hidden, funded by PTFA agreed. Suggested Easter Hats/bonnets can be made by kids with class prizes</p> <p>Kings Coronation: <b>12<sup>th</sup> May.</b> Afternoon Tea Party with kid performances. Open to parents/grandparents/local community. Donations into school from kids of cakes which will then be sold for a donation of money.</p> <p>Cash Handling policy needed.</p> <p>Father's Day Secrets Room: <b>16<sup>th</sup> June</b> non uniform 7<sup>th</sup> June</p> <p>Family Cinema Night Outdoors: Stalls/food etc. <b>7<sup>th</sup> July</b> and <b>8<sup>th</sup> July</b> (or back up date 14<sup>th</sup> July). Miss Stone to reach out to provider. In school grounds.</p> <p>Ice Creams: Emma Southern after May Half Term</p> <p>Tuck Shop: Y4,5,6 to run on Fridays. PTFA donate food and receive funds. Miss Stone to discuss with Mr Clare. Targeting starting <b>10<sup>th</sup> Feb.</b></p> <p>Sponsored Events: Give kids option of what to be sponsored to do and get a certificate. Summer Olympics link?? Swimming etc? Maybe basic sport/PE fundraiser. Could run in line with national sports week in June.</p>	<p>Lynn</p> <p>Info</p> <p>Leigh/Jen</p> <p>Mr Clare/Miss Stone</p> <p>Viv Guy/ Rachel Charles</p> <p>Amy</p> <p>Leigh/Jen</p> <p>Annie/Catherine</p> <p>Emma Southern</p> <p>Miss Stone/Amy</p> <p>Who?</p>
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	Discussed second hand uniform sales, one to think about how we can store uniform/preloved.	Who?
4. Identify parental match funders via employers, do the parents need direct event involvement?	This could be banks/supermarkets etc... Each person we find can match fund one event per year so important to match people up in advance where possible. Miss Stone will get this put on the newsletter to see what response we get.	Emma Stone
5. AOB	<p>Children on pupil premium are monitored by school to ensure they do not miss out on events.</p> <p>Need to do a communication on what money is being spent on and plans for what we will raise money for. Miss stone will get this information to us. Dan Thompson is coming in to fix the play equipment. Also looking to invest in an outdoor classroom in EYFS area, quotes are coming in for this.</p> <p>Facebook/Twitter/Instagram social media pages for PTFA to be reviewed and relaunched/launched.</p> <p>Plan next year events in meeting in July. Include new Reception Parents coffee morning.</p> <p>GDPR updates: Paula Coverdale no longer on as she is no longer at the school. Information held will be destroyed in line with GDPR. Need a process in place for school to notify PTFA Officers when people leave.</p> <p>Valentines Disco – Miss Stone to organise posters and get info communicated on Monday via school spider</p>	<p>Info</p> <p>Emma Stone</p> <p>Who?</p> <p>Who?</p> <p>Emma Southern</p> <p>Emma Stone</p>