

PTA Meeting

Minutes

11th January 2022, 7.30pm at The Queens Head

Present:

Misty Newton – Parent/Co-Chair
Jo Beck - Parent/Co-Chair
Kat Heard – Parent/Co-Chair
Kielye Michell – Parent/Co-Chair
Helen Hobbs - Parent/Secretary
Derek Mitchell - Parent/Treasurer
Heather – Heathlands Staff member
Brian Heard– Parent
Katherine – Parent
James Owers - Parent/Fireworks Committee representative

1. Welcome

Jo opened the meeting and welcomed everyone.

2. Matters Arising from the last meeting

Minutes from previous meeting signed off by Kat.

ACTION: Secretary to gather required information and update Charity Commission's website with new Trustee details. **Complete**

ACTION: all committee members to liaise with school to ensure DBS check is carried out. **In progress.** **Some committee members waiting to hear from the DBS service – Kat to contact the school – Laura or Val – on committee's behalf to follow up.**

ACTION: Treasurer to update bank with new signatory details and remove ex-committee. **In progress.** **Jo in the process of getting access.**

ACTION: Secretary to ensure minutes are sent to the school office for inclusion on the PTA page of the school website. **Complete**

ACTION: Faye and the Treasurer to confirm the amount originally donated. That amount to then be agreed to be put towards another specific project. **Outstanding action**

ACTION: Jo to speak to Sue at the Church [in relation to school uniform sales]. **Jo reported that Sue happy to organise another sale in March and in the Summer term [further details later in these minutes]**

ACTION: School to gather child feedback via the school council [in relation to the Christmas fair]. **Outstanding action**

ACTION: Treasurer to liaise with former Chair to check insurances for running events. **Complete**

ACTION: Mrs Cork to provide PTA committee with quotes for new sound equipment. **Complete.** **NEW ACTION:** Jo to contact her contact for a quote. James obtained quote for £3,000.

ACTION: School requested to provide a list of what play equipment is needed. **Complete** [see further detail under Funding requests]

ACTION: Faye to set up grotto on Friday 10th in school and procure gifts for pupils. **Complete** (Thank you to Faye for organising this. Excellent feedback from parents about the grotto)

ACTION: anyone who can, to help Faye with gift wrapping. **Complete**

ACTION Co Chairs to share relevant risk assessments with school in advance for each event. This is happening and will be ongoing, as and when events occur. Template Risk Assessment documents exists for ease of completion and adaption for each event.

ACTION: [in relation to school Christmas dinner] Co Chair Misty to confirm how many crackers are already on site and Co Chair Jo to source additional supplies. **Complete.** Eco friendly crackers were ordered. Heather reported that they went down really well with the children.

3. Recent events and monies raised

Treasurer's report:

Christmas Fair: £720 profit

Uniform sales x 2: £120

Xmas bauble Competition: £23.50

Non-uniform Fireworks dress down day: £235

Discussion about the feasibility of allowing parents to pay by cash for things like non-uniform days (rather than through electronic means only). This could be buckets in classroom etc. And possibly reminders to parents before and during events. **ACTION:** Kat to speak with Mr Fielder. **Note for Committee:** to speak to school next time to ask if parentpay payments can be available for a slightly longer period.

Current PTA funds stand at £24,543

4. Upcoming Events

Year 6 – next fundraiser will be a Valentines disco. **ACTION:** Misty to look at school diary and liaise with Mrs Cork to set a date. Event will be Covid restriction dependant. Fundraising from this event is for the Year 6 leavers (not PTA). This will need to be made clear when marketing the event.

Crazy hair day – Uniform day, but children allowed to do anything with their hair. **ACTION:** Mrs Cork has agreed to look at school calendar and let the committee know when this can happen. Date for this to take into consideration when the Yr 6 disco happens.

Discussion around being mindful of how many events we are having and any financial pressures this may put on parents/carers regarding donations.

ASDA green tokens – no cost. **ACTION:** Kielye to take this forward.

Cartridge recycling - Mrs Pattinson has actioned with the eco council and bags/instructions will be coming home with Children at the end of the week.

Uniform Sales – Sue is happy to arrange another sale in March (on a different day of the week to attract more people) and will liaise with Jo on this.

Mothers Day – Committee would like to do something for this, but undecided as to what. Open to suggestions. Discussion around possibilities. Suggestion of gifts for children to buy. Further discussion required. **ACTION:** to be discussed and finalised at next meeting.

Chocolate bingo at Easter – idea to keep in mind for the future.

Race night – looking at May/June. Derek is happy to organise event. Possible date of last day before May half term suggested. Discussion around ticket sales and raffle tickets. James suggested using existing software used for fireworks night for this. **ACTION:** Derek to speak with Mr Fielder to get the ball rolling and liaise with James with regard to ticket processing.

‘Strictly’ dance night – something for later in the year. To be discussed in subsequent meetings.

Summer Fair – to be discussed in subsequent meetings.

5. Funding Requests

Heather has emailed s with list of equipment. Discussion about current state of equipment (where it exists) and plans the Midday team have for organised games and playtime. Request funding of £1,253.40 to purchase new games and play equipment. This will provide play opportunities for all children regardless of key stage or gender. Unanimously agreed.

Request from Mrs Lloyd: 50% of £120 for 10 chick eggs. Learning opportunity for early years children, which has been really successful in previous years. Other half of money would be raised by early years children. Unanimously agreed. **ACTION:** Jo to let Mrs Lloyd know this has been agreed.

Sound equipment – one more quote to come in for price comparison. Committee would appreciate James’ input, with his professional experience and knowledge of audio equipment. To be actioned after third quote received. **ACTION:** Jo to update Mr Hassard.

6. Any Other Business

Question about where defibrillator will be located – near/around Poors Field. Discussion about this. PTA are offering to purchase a second defibrillator as the first one will be for village use; the second one will be located within the school grounds. **ACTION:** Jo to liaise with Mrs Cork on this.

Katherine – Suggested as a fundraising avenue: Street Tag. Similar to geo-cashing. **ACTION:** Katherine to take forward. Can be promoted by the PTA facebook page.

James - Fireworks will go ahead this year. Draft budget compiled. Looking for volunteers for the committee. Most important role needed immediately is a Chair of the committee. **ACTION:** Jo to contact Nicole (ex-chair) regarding communicating to the community what’s involved in the role. **ACTION:** Derek asked for a rough timeline for expenditure from James

Derek – year 6 leavers – no receipts received for yearbooks, as agreed at last meeting. **ACTION:** Misty to message Yr 6 Leavers committee group to remind them.

Heather – discussion about section of the school grounds that is boggy and requires a path laying so that children can get from their classrooms to the playground.

Discussion about hiring a skip for emptying the current sheds so they can be disposed of and replaced with new sheds/containers. **ACTION:** Jo to liaise with school for a convenient date and getting a team together and cost of hiring a skip.

Suggested that PTA needs a Raffle Co-ordinator to co-ordinate and source raffle donations.
ACTION: Kielye to seek volunteer(s) for this.

7. Date of Next Meeting

15th March at The Queens Head at 7.30pm

Meeting finished 21:15