



## **PTA Meeting**

### **Agenda**

**8<sup>th</sup> February 2022, 7.30pm at The Queens Head**

1. Welcome
2. Matters arising from the last meeting
3. Recent events and monies raised
4. Proposed and upcoming events
5. Funding Requests
6. Any Other Business
7. Date for the next meeting

## **PTA Meeting**

### **Minutes**

**8<sup>th</sup> February 2023, 7.30pm at The Queens Head**

#### **Present:**

- Kielye Mitchell – Parent/Chair
- Sammy Dobson – Parent/Vice Chair
- Rachel Breame – Parent/Vice-Chair
- Lucy Everett - Parent/Secretary
- Emma Chilvers - Parent/Treasurer
- Carrie-Anne Swinger – Parent/Raffle Co-Ordinator
- Kym Scarlett – Parent/Hollyberry Fayre Sub-Committee Leader
- Aimee Dodson, Kat Martin, Abby Gallant, Fay Robinson, Kat Heard – Parents

---

#### **1. Welcome & Introductions**

- a) Everyone welcomed by Kielye Mitchell
- b) Kielye opened the meeting, and everyone present introduced themselves.

#### **2. Matters Arising from the last meeting**

- a) Charity commission to be updated with new names of committee.
- b) New committee to ensure the school office have an up-to-date DBS – **Kielye to check if they are transferable from the workplace.**
- c) Bank account – signatories need to be changed to new committee.

- d) Uniform sales – planned for 24<sup>th</sup> February, we may need more helpers. Information needs to be sent to parents/carers asap. Are there any portable clothes rails we can use? **Kielye to add a post to Facebook and PTA champions group.**
- e) Lucy to check insurances, lottery & TENS licenses, check when all due
- f) Carrie to provide Derek with the value of the raffle prizes from the Hollyberry Faye as this needs to be reported by March.

### 3. Recent events and monies raised

- a) Adventure Island - £918 paid, £522 reserved not paid
- b) Amazon Smile - £38.50 (this is stopping soon, use Easy Fundraising instead which is on the FB group)
- c) Show Your Flair, With Your Hair – £337.33 raised

### 4. Proposed and upcoming events

- a) Confirmed - Show Your Flair With Your Hair & non uniform is taking place on Friday 10<sup>th</sup> Feb - **Kielye to drop pots to school Thursday 9<sup>th</sup> Feb**
- b) Proposed - 2023 challenge, hoping to do this either 1<sup>st</sup> to 23<sup>rd</sup> March or over the Easter break. Would be nice for teachers to get involved in showcasing & celebrating achievements, awaiting confirmation on this.
- c) Proposed - Royal Dash for King Charles' coronation, similar to Jubilee Jog. Half money to PTA and half to year 6
- d) Proposed - Afternoon tea instead of lunch for the Coronation – **Sammy to check with kitchen staff**
- e) Proposed - Easter – Oakheart are donating £1 per child for Easter eggs but these need to be big enough for a sticker to advertise Oakheart. These need to be sourced at bulk and with a discount from a supermarket, we also need to consider allergies.
- f) Proposed - National Gardening Week early May – We have free sunflower seeds for every child and 2 prizes for the tallest and widest sunflower. Can we do something to encourage a garden tidy event at school with families and relatives during this week?
- g) Confirmed - BAGS2School – dates in March & June booked.
- h) Proposed Summer Fayre - Emma De'Ath has volunteered to run this, Kielye to get in touch with plans / how to organise. **Emma to discuss dates and confirm with Mr Fielder asap**
- i) Proposed - National Book Week – 2<sup>nd</sup> March, possible free book swap? **Kielye to find out what the school is planning for this.** Suggestions as to word, costume or non-uniform day.
- j) Proposed Quiz night – Would there be any interest in doing this?
- k) Proposed wreath making event for December

### 5. Funding requests

£23,431 current funds + £10,500 in separate account

Accounted for from main account:

- £2000 Keyboards
- £3500 Gifts for classes
- £3500 Art & culture week
- £5000 Contingency

- Total = £14,000 / Remaining Funds = £9,431

Accounted for from secondary account:

- £8000 fireworks
  - £500 peaceful garden
  - £1500 YR6 yearbooks
  - £500 YR6 carried over
- a) Waiting for quote from Mrs Cork for inclusion room
  - b) Gazebo pledge – **Fay to ask local company if they can help fund it in return for a commemoration.** Kielye to ask Mr Fielder to do a survey to the parents about how they feel about the PTA money being spent on this.
  - c) An unofficial pledge has been discussed from Senior MDA Heather, for equipment needed for children to use during school lunchtime play. Everyone is in agreeance that we'd like to support this and it was suggested we primarily use the funds raised from 'Show Your Flair With Your Hair' day. **Kat to look into lunchtime equipment at her school and the company that supplied this (possibly Scrap Project).**

#### 6. Any Other Business - Hollyberry Fayre

- Sub-team discussed plans and ideas.
- Questions raised – could it be run on a Saturday? **Kym and team to discuss with Mr Fielder asap as outside companies get booked up fast.**

#### 7. Date for the next meeting TBC

Meeting finished 21.17