

# PTA Meeting

## Minutes

12<sup>th</sup> July 2022, 7.30pm at The Queens Head

### Present:

Jo Beck - Parent/Co-Chair  
Kat Heard – Parent/Co-Chair  
Kielye Michell – Parent/Co-Chair  
Derek Mitchell - Parent/Treasurer  
Helen Hobbs - Parent/Secretary  
Brian Heard– Parent  
Rachel - Parent

### Apologies:

Misty Newton – Parent/Co-Chair  
Sue Fairs  
Alison - Parent  
Carrie – Parent/Raffle Co-ordinator  
Fee - Parent

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### 1. Welcome

Jo opened the meeting and welcomed everyone.

- **Matters Arising from the last meeting**
- **Minutes from previous meeting signed off by Kat.**
- **Review of actions from the last meeting**

**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. **Still in progress** – Kat to chase her DBS check status with the school. **Outstanding OUTSTANDING**

**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 Outstanding action.** **NEW ACTION:** Jo to follow up with Faye. **COMPLETE** Last year's money will be carried over. Sum of money coming from Yr 6 leavers. Arrangements will be made next year for the Yr6 leaver committee to be a subcommittee of the PTA. Leaving gift to the school this year will go towards Arts & Culture week. Leaver books.

**ACTION:** Jo to liaise with Mrs Cork re second defibrillator for the school. **Complete.** Discussions moving forward to get this installed. **NEW ACTION:** Kielye to follow up with School. **Defib purchased and now needs to be fitted. School to organise this. COMPLETE Fitted!**

**ACTION:** Katherine to take forward idea of Street Tag. **To be discussed at next meeting.** **Discussion postponed.** There is a window of time in which to take part in this – from

September onwards. **NEW ACTION:** In Autumn create a flyer to promote and liaise with school

**ACTION (Bunny run):** Kat to create poster for the event; to be distributed before the Easter holidays; **ACTION (Bunny run):** Jo to liaise with Mr Fielder and Mr Minter about a date – suggested w/c 25<sup>th</sup> April; **ACTION (Bunny run):** Jo to create sponsorship form **Still in the pipeline. Mtg with Mr Fielder to be arranged. New name of Jubilee Jog. COMPLETE** Proposed to take place last week before May Half term. This became the Jubilee Jog and went ahead.

**ACTION (monies raised)** Jo to email Mr Fielder to check on money raised via collection after the yr4 production. **OUTSTANDING.** Not heard anything. **NEW ACTION!** Jo to chase Mr Hassard

**ACTION (Summer fair):** PTA meeting to be arranged to specifically discuss arrangements and planning. **COMPLETE**

**ACTION (recycling section on website):** Sue to email Mr Hassard to ask for this to be added. **OUTSTANDING**

**ACTION (re Race night):** Helen to call CBC to investigate Alcohol license. **COMPLETE**

## 2. Recent events and monies raised

### • **Treasurer's report**

- Summary of funds raised including breakdown of Summer fair income.
- Well done to everyone for their hard work in helping to raise fund
- Cash flow forecast presented

### • **Agreed pledges/monies outstanding**

Committee agreed to pay off all outstanding monies that had prior agreement.

### • **Summer Fair update**

Jo would like to thank everyone involved for their hard work and commitment to making the event a success. Feedback received has been mostly positive with some points to take forward for next time. Summer Fair de-brief meeting to take place next week.

## 3. Upcoming Events

### • **Planned events**

**ACTION:** Jo will draft an events calendar for discussion at the next meeting in the Autumn term.

Provisional ideas at this time: Home made pizza kits / Xmas cards (a new co-ordinator for this will start in Autumn) / Hollyberry / Uniform sale/ Halloween disco / Bag 2 School / refreshments at any new parent school events .

### • **Discussion on any new ideas for fundraising**

'2022' fundraiser **ACTION:** to be discussed in September.

Always open to new ideas!

## 4. Funding Requests

Mr Minter - £100 for electric drum kit – all agreed

Jenny the School Librarian – to continue contract for ‘Junior Librarian’ (electronic system), £650. Committee agreed.

Mr Fielder – Road Signs, £100 per sign, total of 6 signs, for surrounding area of the school to help manage parking and road safety at the beginning and end of the school day. **ACTION:** Jo to speak further to Mr Fielder before a decision is made.

#### **5. Any Other Business**

- Sweet Stall to take place after School this Friday (15<sup>th</sup> July). Coconuts, Candyfloss and sweets will all be £1 a tub.
- Communication to go out, to share details of funds raised from the Summer Fair and sports day.
- Helen will be stepping down as Secretary. Helen will stay until a replacement is found, in order to provide a handover. **ACTION:** Helen to draw up a job brief so the post can be advertised and add post to Facebook PTA page.

#### **6. Date of Next Meeting**

TBC once Autumn term has begun

**Meeting finished 20:50**