

# PTA Meeting

## Minutes

26<sup>th</sup> April 2022, 7.30pm at The Queens Head

### Present:

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

### Apologies:

Misty Newton – Parent/Co-Chair  
Faye - Parent

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### 1. Welcome

Jo opened the meeting and welcomed everyone.

### 2. Matters Arising from the last meeting

- **Minutes from previous meeting signed off by Jo.**
- **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**

**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.**

**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.**

**ACTION:** Katherine to take forward idea of Street Tag. **To be discussed at next meeting. Discussion postponed.**

**ACTION:** Jo to contact Nicole (ex-chair of Fireworks committee) regarding communicating to the community what’s involved in the vacant role of Chair. **In Progress. Completed**

**ACTION:** James to provide rough timeline for expenditure to Derek re fireworks night. **Outstanding. Derek has discussed with new chair – Charlie McSweeney. Completed**

**ACTION:** Jo to liaise with school for a convenient date/getting a team together/cost of hiring a skip re clearing the PTA sheds on school site. **In progress** **NEW ACTION:** Kat has contact Mr Fielder – to follow up with him. **Shed cleared - Completed**

**ACTION (yr4 production):** Jo to find out about using the school's urn for the Teas & Coffees pre-performance. **Completed**

**ACTION (sports day):** Jo to make contact with ice cream van supplier. **2 vans tentatively reserved, date pending. Completed**

**NEW ACTION:** nearer the time – gazebo's to be checked if still useable

**ACTION (bag to school):** Kielye to post on Facebook and Kat to create poster. **Bag to School arranged for 11<sup>th</sup> may. Poster created and posted on fb. Completed**

**ACTION (Krispy Kreme):** Kielye and Kat to collect donuts on the day. **Completed**

**ACTION (Krispy Kreme):** Helen & Kat to create google or Microsoft form for pre-orders **Completed**

**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. Proposed to take place last week before May Half term.**

### **3. Recent events and monies raised**

Asda tokens fundraising is still open – closes in May.

#### **Treasurer's report:**

Fireworks – deposit paid

Hollyberry profit = £374.29

Crazy Hair day profit = £320.70

Krispy Kreme profit = £153.80

Yr4 Production refreshments = £87.01

Uniform Sale profit = £137.80

General Donations = £143.82

As at 31<sup>st</sup> March £15,604 in the PTA account

Forthcoming expected expenditure: Fireworks night (approx. £10,000) and new stereo system for the school (approx. £7,000)

**ACTION** Jo to email Mr Fielder to check on money raised via collection after the yr4 production

### **4. Fundraising Ideas for Discussion**

Discussions about various events throughout the meeting – see other sections.

### **5. Upcoming Events**

11<sup>th</sup> May – Bag2School

12<sup>th</sup> May – Whole school Disco

27<sup>th</sup> May – Krispy Kreme Donut sale

27<sup>th</sup> May – Break the rules day

June - Date TBC (proposed 1<sup>st</sup> week back after half term) - Jubilee Jog

Date TBC - Sports Day

Proposed July 8<sup>th</sup> (TBC with School availability) - Summer Fair. Preliminary discussion about what things will need to be arranged.

**ACTION:** PTA meeting to be arranged to specifically discuss arrangements and planning.

**6. Funding Requests**

None

**7. Any Other Business**

Recycling section on the PTA website – committee agreed this was a good idea. **ACTION:** Sue to email Mr Hassard to ask for this to be added.

Update from Sue: Next uniform sale – date to be arranged

Suggestion of a pamper night. Discussion took place about this. Agreed a good idea and committee will look to at this again for next year.

Race Night planned for 28<sup>th</sup> May – update on the planning/arrangements.

**ACTION:** Helen to call CBC to investigate Alcohol license.

**8. Date of Next Meeting**

17<sup>th</sup> May at The Queens Head at 7.30pm

**Meeting finished 21:30**