

# PTA Meeting

## Minutes

15<sup>th</sup> March 2022, 7.30pm at The Queens Head

### Present:

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

### Apologies:

Misty Newton – Parent/Co-Chair  
Derek Mitchell - Parent/Treasurer  
Heather Jacobs - Heathlands Staff member  
Carrie-Ann Swinger - 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.

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

**ACTION:** School to gather child feedback via the school council [in relation to the Christmas fair]. **Outstanding action. No further information – action now closed.**

**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. **Complete**

**ACTION:** Kat to speak with Mr Fielder re money collection buckets in classrooms and reminders to parents that cash can be brought in **Note for Committee:** to speak to school

next time to ask if parentpay payments can be available for a slightly longer period.

**Complete**

**ACTION:** Misty to look at school diary and liaise with Mrs Cork to set a date re Valentines disco for Year 6 fundraising. **Date moved to May – going ahead. Complete**

**ACTION:** Kielye to take forward Asda green token fundraising. **Complete**

**ACTION:** Mother's day fundraising to be discussed and finalised at next meeting. **Too tight timescales now. Will focus on an event for next year.**

**ACTION:** Derek to speak with Mr Fielder to get the ball rolling re Race Night event. **Complete**

**NEW ACTION:** Helen to create QR code for race night ticket link

**ACTION:** Jo to let Mrs Lloyd know her funding request had been agreed. **Complete**

**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

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

**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**

**ACTION:** James to provide rough timeline for expenditure to Derek re fireworks night.

**Outstanding**

**ACTION:** Misty to message Yr 6 Leavers committee group to remind them to submit Yearbook expenses. **Complete**

**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**

- **Sound System**

Being installed this Thursday (17<sup>th</sup> March).

Mr Hassard to update the committee how everything goes and details that can be shared in next PTA newsletter. Cost £7,000 - Mr Hassard will co-ordinate collection after the school production, to contribute to fundraising towards the cost.

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

- **Raffle Co-ordinator appointment**

Carrie-Ann Swinger has taken on this position and is already underway with various activities.

Update from Carrie-Ann: Advertising boards – Seeking properties to have a board outside their property. Harrison Wood estate agents will be supplying the boards; Made initial contact with 70 companies for prizes. Had a 30% response rate so far; PTA raffle whatsapp group created for ease of communication.

The committee thanks Carrie-Ann for all her efforts so far!

**3. Recent events and monies raised**

Crazy Hair Day – raised £320

**4. Fundraising Ideas for Discussion**

- **Refreshments for year 3 and 4 production** – Committee agreed the PTA will supply and staff this on the two performance days.

- **Sports Day** in the summer term – Committee agreed the PTA will provide refreshments throughout the day. **ACTION:** Jo to make contact with ice cream van supplier.
- **Bag to School** – provisionally looking at a date in May. Families fill a bag with clothes etc , drop off at school on the given day. **ACTION:** Kielye to post on Facebook and Kat to create poster.
- **Schools Lottery**  
Works like the Postcode lottery. There is a guaranteed winner from the group. To be discussed again in July, ready to launch in September.
- **Krispy Kreme**  
Planned for 1<sup>st</sup> April.  
**ACTION:** Kielye and Kat to collect donuts on the day.  
**ACTION:** Helen & Kat to create google or Microsoft form for pre-orders
- Discussion around ideas for a special event to be organised by PTA towards the end of the year.
- **Summer fair**  
Summer event discussion around dates – further details to be discussed and confirmed at the next meeting.
- **Bunny Run** – same concept as the Santa dash, with an easter theme. To raise money specifically for Mr Minter’s funding request (see details below).  
**ACTION:** Kat to create poster for the event; to be distributed before the Easter holidays  
**ACTION:** Jo to liaise with Mr Fielder and Mr Minter about a date – suggested w/c 25<sup>th</sup> April  
**ACTION:** Jo to create sponsorship form

## 5. **Upcoming Events**

See Item 4 above

## 6. **Funding Requests**

- Mrs Martin – requesting funding for Bibles – **more research required into funding for this e.g. grants and/or advice from the Church**
- Mrs Harden – requesting £67.21 for learning through play phonics games. **Agreed.**
- Heather Jacobs – requesting £570 for more play equipment and art rquipment, Bluetooth speakers, skipping ropes, chalk, fidget toys. **Committee agreed that this cannot be funded at this time.**
- Mr Minter – requesting £645 for heathlands kits for team sports – to be used when representing the school in competitions. **Agreed, subject to fundraising event (see details in Item 4 above)**

## 7. **Any Other Business**

- School uniform stall being run by Mrs White at the village Jumble Sale – ***any volunteer helpers for on the day welcome!***
- Another jumble sale to be organised for the summer term
- Mrs Sandford contacted the committee to update us on how the Year 5's are benefiting from the PTA funding they received earlier in the year. The children have planted sunflowers, sweet peas and tomato plants. They've been watering them and tending to them. Ultimately the community will be invited to pick their own flowers from a flower wall of sweet peas.
- Kielye has been working on a 'postcard' fundraiser in the background – more details to follow.
- Year 6 update: Disco – Jubilee theme, 50/50 split fundraiser between PTA and Year 6 leavers committee. 12<sup>th</sup> May. £3 ticket including food and drink. Mr Cork will do the disco.
- Discussion around launching the '2022' challenge in September.

**8. Date of Next Meeting**

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

**Meeting finished 21:45**