

PTA MEETING

13th January 2022 at 7pm

Held virtually on Zoom

Minutes taken by Claire Parker

Ordinary Business

Attendees	ACTIONS
Fiona Prest Georgina Hodgson Judy Hirst Scott Gee Clare Voelcker Claire Parker Fran Murphy Amy Kay Laura Sobala Claire Mahoney Michelle Li Amy O'Neill Caroline Thornborrow Lucinda Long Ella Osborn	None
Apologies Nina Devine Joanne Hudson	None
Minutes from previous PTA Meeting held on 16th November 2021 Proposed by FP Seconded by JH	None
Matters outstanding from previous meeting None	None
Handover to new committee CV has a PTA box of resources and USB containing previous PTA documents to pass to JH. CV has changed the key contact on Parentkind (organisation which insures the PTA) from herself to FP. Also set up JH and SG as committee members on Parentkind and they have been sent a login email. The Charity Commission information has been passed to SG. CV and CP's names to be removed as they are no longer on the committee. SmileAmazon was set up using the PTA email address so all that needs changing is the password.	CV SG JH
Review of Christmas Shop/Secret Santa Raised £254.80	None

<p>Event organised differently this year as the children shopped from a selection of gifts within their own classroom. Worked well, possibly not as exciting for the children going to a separate room to choose a gift from a larger selection of items. However, still a good selection of gifts and easier for class teachers to manage, guide the children to select suitable gifts and allowed children to wrap themselves.</p>	
<p>Finance/Treasurer Update Last known statement amount is £4235. SG hasn't received the November statement, school to check if this is in the office. Outgoings for December were the Fairtrade Santa gifts and pantomime. Recent incomings from Secret Santa, SmileAmazon and Tiffany's Builders generous £100 donation from their garden room sales. Approximate current balance £4442.</p> <p>PTA agreed to fund Year 6 leaver's hoodies again this year.</p> <p>GH completed and delivered online banking documents to Barclays but SG hasn't received the information to set up as of yet. GH to follow up.</p>	<p>None</p> <p>FP/GH</p> <p>GH</p>
<p>PTA Facebook page Current Admin are GH, CP and CW. JH and FM to also be added to approve posts/members to the page etc.</p>	<p>GH</p>
<p>Organisation of upcoming events</p> <p><i>Mother's Day Gift Buying</i> JH to organise event with help of CP, AO and CM Some remaining items from Secret Santa may be suitable. Have also previously made up gift bags of Whittaker's chocolates to sell. Ask for donations to be brought into school Friday 11th and 18th March (school email and FB post). Event to be held in school (similar format to Secret Santa) w/c 21st March</p> <p><i>Summer Fair</i> Agreed that a sub-committee would be formed to organise this event. Provisional date for event is Friday 8th July 2022. AO, CT, CM, FM and LL volunteered to help. CV has information from previous summer fairs to share with sub-committee. Initial meet-up to create sub-committee and discuss ideas on Thursday 10th March at 7.30pm in the Elm Tree. FM to draft something to advertise on Facebook and to send on email to parents.</p>	<p>JH</p> <p>FM</p>
<p>PTA Roles The committee currently has a Vice Chair – JH and a Treasurer – SG. The PTA has the minimum two people elected as officers on the committee in order to continue, however the PTA are still ideally looking for a Chairperson and Secretary.</p>	

<p>It was discussed about people taking other additional roles and FM put herself forward to be responsible for Communications.</p> <p>Agreed that the next meeting would be held as an Extraordinary General Meeting in order to hold elections for other roles.</p> <p>EGM to be held on 28th April. An email will be sent to parents with details of the meeting, including information about the responsibilities of the committee roles.</p>	<p>FP</p>
<p>AOB None</p>	<p>None</p>
<p>Date of Next Meeting EGM, 28th April at 7pm Attend in person/via zoom Advertised through email to parents</p>	<p>FP</p>