

PTA 'Friends' Meeting Minutes – 22nd May 2024

Present

- Michelle Butler – Chair
- Suzanne Pierce – Ex Chair
- Rebecca Holt – Vice Chair
- Vanessa Mathews – Treasurer
- Jordan Bennetto – Parent
- Jenna Eaten – Parent
- Cat Brooks – Parent
- Ali Williams-Dando – Parent Governor (*minutes*)
- Jackie Latu – School

Apologies:

- Claire Pemberton – Vice Treasurer
- Emma Wardle – Secretary

Agenda Items	Minutes:	Actions:
1. DBS Checks	<ul style="list-style-type: none"> • Michelle Butler has completed her DBS check. • Claire Pemberton has provided her IDs to Jackie. • Emma Wardle to provide bank statement and other necessary documents. 	Ensure all necessary documents are provided to complete DBS checks to Jackie.
2. PTA Committee & Subscriptions	<ul style="list-style-type: none"> • All bookkeeping records to be handed to Vanessa Matthews. Suzanne Pierce confirmed all the accounts are ready to give to the bookkeeper and Karen Stockton to do the physical handover to the bank. • Petty cash currently £87.90 held in the school if needed for expenses (such as year 6 leavers) speak to Jackie Latu. 	Handover bookkeeping records: Suzanne to link Vanessa & Karen as she manages the subscription and bank handover process.
	<p>The Y6 leavers party (<i>not a prom to avoid any unnecessary pressure for parents</i>) is scheduled for 18th July.</p> <p>PTA can enter the hall at 1:15 PM. To set up. (NOTE anyone not DBS cleared need to be with someone who is.at all times whilst on</p>	<p>Suzanne to share the previous leavers party itinerary.</p> <p>Jackie to organise certificates/awards. & music playlist with Mr Collins.</p>

	<p>school ground).</p> <p>Party from 6.30PM until 8:30PM and then a full tidy up as the room needs to be completely clear for the following school day.</p> <ul style="list-style-type: none"> • Jackie Latu to print Y6 leavers awards (<i>Oscars or Hollywood theme TBC by Mr Collins as this is a surprise for the children</i>). • School Office to send letters to parents explaining the party details. • DJ: Sorted ... Chris Williams FOC, Class to choose the songs they would like (which will be vetted). • Food: Orian (school meal provider) have agreed they can provide at £2.40 per head which will be buffet style – Jackie Latu to liaise with Orian. • Drinks to be purchased • Balloons, decorations, sweet cones, and other personal touches to be arranged but there are lots of resources in the PTA storage cupboard. 	<p>School Office to send letters to parents about the party. Jackie Latu to confirm food arrangements with caterers.</p> <p>Suzanne to liaise with Michelle Butler to agree a date to go through the PTA storage cupboard to see what resources we can use. PTA to arrange</p> <p>Vanessa to get a price for balloons.</p> <p>There are a couple of year 6 parents who may be able to help set up Jordan offered to speak to them.</p> <p>Decide who will be helping and note who is DBS cleared.</p>
4. Reception Intake Event	<p>Reception intake event on 1st July, from 4 PM to 5:30 PM.</p> <p>There will be various stalls showcasing different aspects of school life so parents can understand what provisions are available (such as lunch meals, wraparound care, afterschool clubs, SEND & other needs etc.)</p> <ul style="list-style-type: none"> • PTA 'Friends' will have a stall to inform parents about PTA activities and their opportunity to join. • Suggestion to create a visual board for the stall; Jackie Latu to print pictures already shared on Facebook from the easter egg hunt for the board. 	<p>Prepare stall materials: Send pictures to the school for the visual board. Confirm volunteer attendance.</p>
5. School Newsletter	<p>PTA have a dedicated section in the weekly school newsletter.</p> <p>As there is not enough PTA activity to be added weekly, we will just add detail when there is something newsworthy and keep signposting the latest minutes which can be found on the school website.</p>	<p>Chair to provide content for the newsletter when appropriate.</p>
6. WhatsApp Group	<ul style="list-style-type: none"> • Multiple administrators to be added to the 'PTA' WhatsApp group. • Remind all members about safeguarding policies. (<i>which are on the school website</i>) but it is everyone's 	<p>Jordan has added new administrators: Jackie Latu & Rebecca Holt to the group.</p> <p>All PTA WhatsApp group</p>

	responsibility to ensure the safeguarding of our children. When it comes to sharing pictures of children / documents these should not be shared in WhatsApp for example.	members should be aware of safeguarding policy.
7. Additional points	<ol style="list-style-type: none"> 1. Meeting minutes from 22nd May 2024 approval. 2. All PTA members to email pictures to the school for printing.as part of the 'Friends' visual board. (<i>currently in the school office entrance</i>) along with a little BIO (<i>for example: I'm a parent to a year 3 child & enjoying crafts & gardening in my spare time</i>). 3. There is a need for a canopy in the courtyard to facilitate year-round use. Fundraising ideas discussed: tabletop sale, refreshment stall on Sports Day, bake sale. 	<ol style="list-style-type: none"> 1. Previous meeting minutes approved by Michelle Butler & Suzanne Pierce 2. Update PTA-Friends display board with new photos and information: PTA members to email a picture of themselves (along with a little personal background info), unless they would like Michelle Butler to take their picture at the next meeting. 3. Discuss fundraising events at next meetings.

Next Meeting:

Agreed date: 12th June 2024

Time: 9:00 AM

Future meetings to be held at other times to ensure everyone has the opportunity to attend.

10:00 am Meeting Adjourned.