

PTA Meeting – 26th February 2024

| Present: | Apologies: |
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| Michelle - school Emma - parent Claire - parent Allie – parent / governor | Suzanne – chair / governor Lisa - school Elizabeth – Vice chair Vanessa – Parent Matt - Parent Rebecca – Parent Jordan – Parent Michelle - Parent |

| Agenda Items | Minutes | Actions |
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| Key positions. Chair Vice Chair Treasurer Secretary | <p>Michelle discussed the key positions with parents and explained that at the next meeting on the 15th March individuals will be voted in by the current chair Suzanne and head teacher Lisa Draper. Michelle asked parents what roles they would be comfortably taking on:</p> <p>Emma has said that she will be happy to take on the secretarial role.</p> <p>Claire has mentioned that she couldn't commit to a full role as she is unsure if her child will remain at this school after pre school as she is just out of the catchment. Claire is happy to share a role for the time being as the treasurer.</p> <p>Michelle has been informed that Rebecca Holt is happy to take a key role and she is happy to also be the treasurer.</p> <p>Vanessa has also come forward and said she is happy to share a role as a treasurer.</p> <p>Michelle has spoken with Michelle Butler and she is happy to be nominated the role of the chair if voted in.</p> <p>Any other nominations are welcome for these roles and can be brought forward on the 15th March.</p> | <p>15th March 9am</p> <p>Roles to be decided and voted in. Suzanne and Lisa.</p> |

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| <p>Easter Egg Hunt</p> | <p>It has been agreed that the Easter egg hunt will take place on Wednesday 27th March at 3.30pm. The hunt will start on the fields near the chapel and go through the playgrounds finishing on KS1 where each child will receive an easter egg.</p> <p>Claire has offered to complete the map, signs and sheets. Allie will sort some cable ties out for the event. Michelle will get posters completed by children this week and the event advertised on parent mail and the weekly news letter. The cost will be £4 per child and this will be ticket only.</p> <p>It has been decided that there will be no crafting after the hunt due to the uncertainty of volunteers for the event.</p> <p>Emma is contacting parents on the group to see who can help with the event and come to the school at 14.30pm to set it up.</p> <p>Michelle gave Emma, Claire and Allie a walk round to show them where the hunt will be taking place.</p> | <p>Claire to completed signs, sheets and map for the hunt.</p> <p>Claire to liaise with Michelle on any materials needed.</p> <p>Michelle to get advertisements out to parents and set up payment for tickets.</p> <p>Emma to identify who will be helping out with the event on the day.</p> <p>Update to be given on the 15th March meeting.</p> |
| <p>Some of the logistics of the PTA</p> | <p>Michelle has been informed that a wats app group has now been set up and anyone involved are welcome to join this.</p> | |

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Next Meeting: Friday 15th March 9am Chapel.

Current agenda items

1. Key Roles nominations/votes
2. Easter Egg Hunt resources, plan and update