

PTA Meeting – 19<sup>th</sup> April 2024.

Present:	Apologises:
<p>Suzanne Piere – Ex Chair  Michelle Butler – Chair  Rebecca Holt – Vice Chair  Claire Pemberton – Vice Treasurer  Michelle Anderton - School  Jackie Latu – School  Jordan Bennetto – Parent</p>	<p>Vanessa Mathews – Treasurer  Emma Wardle– Secretary  Jenna Eaten – Parent  Allie Dando Williams – Parent Governor  Mike S – Community</p>

Agenda Items	Minutes	Actions
Banking	<p>PTA membership</p> <p>PTA membership needs paying by the school and then an invoiced will be billed to the PTA.  Parent kind Membership Fee £153  Membership number 10681</p> <p>Bank Account</p> <p>New account needs to be sent up however cannot be done without a charity number. Until this is done the names on the current bank account need to be changed to the new Chairs and Treasures.</p> <p>Charity Statues</p> <p>The previous application was done on paper form, however that is outdated and the new format is online.  All details given to Vice Chair to complete as soon as possible.</p> <p>Gambling Licence</p> <p>Gambling license needs applying for, Jackie Latu has researched the process and will be applying for it shortly.  School will be paying for the licence and then an invoice will be sent to the PTA.  Gambling licence fee £40.</p>	<p>For the membership to be renewed and an invoice sent to PTA.</p> <p>For Chair, Vice Chair, Treasurer and Vice Trespure to put names on existing bank account.</p> <p>For Vice Chair to start the process of charity status.</p> <p>For Jackie Latu to apply for a gambling licence.</p>
First PTA Event	<p>The easter egg hunt was discussed as a triumph and will like to be repeated yearly. However, some suggestions to improve the event were suggested such as:</p> <ul style="list-style-type: none"> <li>- Add an explanation of creating a word on the map.</li> </ul>	

<p>Newsletter</p>	<ul style="list-style-type: none"> <li>- Extend the hunt to involve a bigger word.</li> <li>- Maybe use numbers instead of colours.</li> <li>- Maybe two routes one for KS1 and one for KS2.</li> </ul> <p>The event needs to be added to the school newsletter to thank for the parents' cooperation, explain that we have raised £400 and ask for feedback of the parents.</p>	<p>For school to post about the Eater Egg hunt in newsletter.</p>
<p>Y6 Leavers Party</p>	<p>For PTA to have their own section in the weekly newsletter. New information doesn't need to be posted on a weekly basis however a section providing details on what is the PTA and how to join could be on.</p> <p>Currently the Y6 hoodies have been covered financially by the Y6 Easter Raffle. More money needs to be raised to cover the costs of a DJ, food, drinks, ballons and personal touches. Parents don't contribute as it's the way of the school giving back to the children and families for all their efforts and contributions to school. We have a lot of resources in the cupboard for the event e.g. tablecloths, gold chair swags, plates, red carpet and theme drapes. The event is normally Oscar themed with every child receiving an Oscar e.g. happiest person Oscar. Today the PTA agreed to keep this theme. Closer to the time Y6 will be asked to write down three songs they like to be given to the DJ. The school cooks have stated that they will be happy to caterer for the party at a cost of £2.40 per head. Food variety to be discussed. Sweet cones could possibly be made. A letter is needed to be sent to parents explaining that it will be a leavers party and not a prom. Parents don't need to buy new outfits or have their nails and hair done fancy.</p>	<p>For Chair to write a section for the newsletter to explain what the PTA is, what they plan to do and what to do if you want to join.</p>
<p>Fun Run</p>	<p>The fun run will be organised by the school only and the money raised will go towards the school's forest school.</p>	<p>For Jackie Latu to discuss the food for the party with the school caterers.</p> <p>School to send letter about the party.</p>

Resources that require funding	<p>The school and PTA will have separate fun raising events, so communication is vital to ensure no events clash.</p> <p>The courtyard is in need of some TLC. Flowers are needed for the flower beds and old plants need to be removed. Additionally, the courtyard can only be used when weather is permitted. Therefore, a canopy would be useful so the courtyard could be used daily no matter the weather.</p>	
Fund raising ideas	<p>Also, when the flowers are obtained PTA volunteers are needed to come into the school and plant the flowers with the students.</p>	<p>Plan and arrange another fundraiser.</p>
Friends display board	<p>Quick tabletop sale of all the unused resources in the cupboard. A refreshment stall on Sports Day. Bake sale.</p> <p>New pictures of the PTA role members are needed and names of all existing members. New writing about the PTA and the purpose New updated website information. Pictures of the Easter Egg Hunt to be added.</p>	<p>Chair to bring camera to next meeting to take pictures.</p>

Next Meeting – 22 <sup>nd</sup> May 2024 at 9:00am
Current agenda items