

PTA Meeting Minutes

Attendees	Apologies
<ul style="list-style-type: none">• Mrs. Jackie Latu-Andrews• Michelle Butler• Julie Jones• Sabrina Bergau	<ul style="list-style-type: none">• Vanessa Matthews• Emma Wardle• Claire Pemberton• Kimberley Collier• Ella Higgins• Matthew Kelly• Geraldine Anyanwu• Chris Williams

1. Approval of Previous Minutes

The minutes from the previous meeting were reviewed and unanimously approved.

2. Survey

A survey will be sent to all current and prospective members to determine which days and times work best for meetings and pre-planned events. We greatly appreciate any time and support that members are able to offer.

Meeting agendas will be shared via the WhatsApp group in advance, enabling those who are unable to attend to contribute ideas and feedback. We are fortunate to have a wealth of experience within the group and are keen to make the most of this.

The Chair will also contact current committee members to confirm whether they wish to continue in their existing roles or step aside and remain as members. We are extremely grateful for the time and dedication shown by our committee.

Once committee roles have been finalised, we will inform all members (members meaning all parents) of any vacancies.

2. “Yes Day” Event

The committee discussed plans for a proposed school “Yes Day,” during which pupils may wear items of their choice, such as favourite clothing, light makeup, or temporary/fake nails. **School** to set up payment on Arbor and advertise event and how to pay via dojo.

3. Upcoming Events – Afternoon Tea (15th April 2026)

The afternoon tea is to celebrate our dedicated church volunteers that have committed

hours of their time to support our school. We hope this lovely treat will let them know just how much we appreciate their help, guidance and support over the years and beyond.

It was to be cakes and drinks however it was discussed that an afternoon tea would mean sandwiches. **JJ agreed** to make some sandwiches and look at pricing for décor.

JLA to find out what time PTA can enter the Community Room to prep and if we could use plates, teacups and tablecloths. JLA will inform MB

2 children from each class will be on hand to help with the event. Volunteers to take a group of children and manage throughout the event from serving/clearing specific tables, meeting/greeting our church members throughout the event. We **need 3 volunteers to help** with the event on the day between 12.30pm-3pm (help with setting up OR cleaning down) would be really appreciated. There will also be cake 😊

Group 1: Year 6/Rec, **Group 2:** Y1/Y5, **Group 3:** Y2/Y4, **Group 4:** Y3

School: We need a list of those children who are to attend and to know any dietary requirements before the event.

4. PTA Notice Board

It was agreed that the last PTA board located outside the school requires updating, once roles have been finalised, we will plan to update.

6. Year 6 Leavers Party

To be discussed at the next meeting.

8. Finance

£1753 in PTA account, JLA to chase Disco funds made (children paid via Arbor)

9. AOB

- Feedback form Christmas Spectacular Day, interested in changing the theme from Toy shop to Polar Express, members agreed, may have to invest in some materials.
- Year 6 leavers party- to be discussed at the next meeting
- Great news Chris said he will Dj at all events if we give enough notice!)
- Sabrina Bergau joining as active member agreed her number can be shared and added to whatsapp group- details sent to MB

Next meeting to be arranged