

# PTA Meeting Minutes

Thursday 25th March 2021 – 6pm – 7.15pm

Meeting held remotely due to Coronavirus

Meeting called by	Andrea Pankiw
Type of meeting	PTA AGM Meeting
Facilitator	Andrea Pankiw
Note taker	Andrea Pankiw
Timekeeper	Andrea Pankiw

Attendees -Miss May, Andrea, Jessica, Justine, Janine  
Please read – any documents sent to you on email  
Please bring – any ideas for fundraising!

## Minutes

### WELCOME AND APOLOGIES

AP	Welcomed everybody to the AGM meeting
AP	Reported that Peter would not be online for the meeting and at this present time could not commit to being on the committee but would always help out if he had the time
LM	Reported that Mr Dinsdale was poorly and would not be in attendance at this meeting

### ELECTION OF PTA COMMITTEE

AP	Explained that the first job was to dissolve the current committee before the new one is elected
AP	Wanted to officially thank the committee and all members for their commitment through a challenging period
	Election of Chair AP – nominated by Jess, seconded by Lauren – CONFIRMED – NEW CHAIR IS AP
	Election of Secretary Justine – nominated by Andrea, seconded by Jess – CONFIRMED – NEW SECRETARY IS JUSTINE
	Election of Treasurer Jess – nominated by Andrea, seconded by Justine – CONFIRMED – NEW TREASURER IS JESS

### FINANCE

AP	Reported that the accounts were all up to date and had been submitted to the Charity Commission and had been completed by Bernie Coxon who is Chair of the School Governors.
AP	Reported that the current balance on the account was £1980.75 with a float in the office of approximately £200. For the year ended 31/8/20 there as an expenditure of £7818.85 and an income of £0.
AP	Reported that she had authorised an expenditure of £3500 which was spent on Chromebooks for the students for use during home schooling. She explained that normally a special request like

	this would normally be discussed at a meeting but a decision was made for this expenditure as it was deemed necessary for the students and meetings were not taking place at that time.
AP	Reported that she was in possession of a Nat West form to change over the signatories on the account and that they would be changed to herself and Fiona Delaney. AP will take the form in to get it signed by FD and then submit it to the bank.

### CONSTITUTION

AP	Had already emailed to everybody the existing constitution. AP explained that a constitution was a government document and every charity had to have one in place as a legal requirement. The one in place is very old and it is good governance to renew it at least every five years.
AP	Explained that you cannot completely change a constitution but it did need modernizing and bringing up to date. AP proposed that all would take the time to read it and to send over any suggestions to herself by the 15 <sup>th</sup> April which is a week before the next meeting. AP would then draft up a new constitution and email it to everybody before the meeting then a vote would take place at the next meeting to publish this document to the Charity Commission
AP	Discussed the fact that in the existing constitution it stated that the meetings were opened and closed with prayer and she proposed that going forward the PTA meetings should follow this initiative. AP asked everybody how they felt about this and all agreed that it was fine to do so.

### BINGO

AP	Reported that Mr Dinsdale had provisionally agreed for a Bingo Night to be held in the school before the end of the academic year. AP stated that she would email Mr Dinsdale and put a date in the diary so that plans could be made.
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### RECYCLING

AP	Reported that Mr Dinsdale had provisionally agreed for a permanent recycling bin/unit to be situated on site as a permanent fixture. AP stated that it should bring in a couple of thousand pound a year in income each year. AP acknowledged that it will also tie into the school's eco-policy.
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### MAKE THE RULES DAY

AP	Reported that Mr Dinsdale had provisionally agreed a Make the Rules Day for the school as a fundraiser before the end of the academic year. The poster had been emailed round to all before the meeting and it was discussed that it should appeal to all as the minimum donation would be 50p for one rule and then there was an option for additional rules @ 50p each.
AP	Will email Mr Dinsdale to approve the actual date
ALL	It was discussed about payment and that parents are less likely to pay on the app and cash worked much better. AP said she would discuss it with Mr Dinsdale and that perhaps a bucket could be provided at each classroom door for money to be thrown in by each parent and that she would collect each bucket herself to avoid potential cross contamination.

### JINGLE JOG/CHRISTMAS FUNDRAISERS

AP	Stated that it would be probably September time that we as a group would talk about Christmas but she had seen on a PTA forum that other primary schools were doing a Jingle Jog where each student would do a sponsored jog around the car park for example and they would wear antlers. The antlers were 19p each from China. AP would look into the purchase of these to see how long delivery is.
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## NEW LIBRARY

AP	Reported that she was going to ask Mr Dinsdale to speak about the plans for the new library at the school but couldn't comment because she didn't have all the facts. She stated that fundraising is necessary so that we could support the school's plans for the new library.
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## STAFF WISH LIST

AP	Explained that a staff wish list was in place and all teachers had made a list of any equipment or supplies that they would like to help them with their teaching and in the classroom but may fall outside of the school budget. She explained that an up-to-date list had been requested and that funding applications would be submitted by herself to support the school on behalf of the PTA.
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## YEAR 6 LEAVERS/SUMMER EVENT

AP	Stated that an event should take place to primarily celebrate our Year 6 leavers. All agreed it was too much to put on a full Summer Fayre but that a BBQ event may be appropriate and potentially open it up to everybody
ALL	Discussed that it would be a ticketed event for a low cost of maybe £3 per ticket and all food would be free. It was agreed that this necessarily would not be run as a fundraising event but potentially we could put on a few stalls that take little effort and perhaps do a raffle
AP	Stated that she wasn't sure if anything else was planned for Year 6 leavers but was presuming that Father Mark would do something in church also

## HOW TO GUIDES/RISK ASSESSMENTS

AP	Showed a folder that she was putting together and it was a PTA guide of how to put on every event, where to get supplies etc. It also included a Risk Assessment for each event that must be done before each event to ensure we are operating safely. This would be created as we put on all events and will eventually form a series of documents that could be handed over to anybody in the future who was involved in the PTA
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## CLASS REPRESENTATIVES/NEW PTA RECRUITS

AP	Stated that we really need to increase our PTA member numbers and enquired if anybody had any ideas how we could do this. AP said that there was zero response from the newsletter and also the Facebook page asking if anybody would like to come to AGM meeting.
AP	Stated that the ideal situation would be that we would have at least one representative from each class so that all information could be filtered to the parents via WhatsApp groups etc. that exist for each year.
ALL	It was discussed that messages on the App and also the newsletter were not always read and that it would perhaps be more beneficial for a leaflet to be produced and for it to be distributed via the children's book bags.
ALL	Agreed that they would speak to their own individual parent friends to try and recruit any new members

## SMALL LOTTERY LICENCE

AP	Explained that a small lottery licence was purchased last year for £40 which entitles us to hold raffles/events etc. where prizes can be won. AP said that she was going to contact Sefton Council to ask if the licence could be extended as no events had taken place in the 12 months due to COVID.
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### VIRTUAL BALLOON RACE

AP	Explained what it involved and that it was a possibility to hold a virtual balloon race. The registration fee is just £24 and it is a bit of fun for both parents and children
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### ANY OTHER BUSINESS

AP	Explained that she had bought some new felt and ordered some new notice board headers for the external PTA noticeboard as it was in desperate need of a revamp. ALL agreed that it should always be kept full and informative.
AP	Asked what everybody thought about running a competition for the children to design a new PTA logo. AP said she would design a leaflet with examples of other PTA logos that included equality and diversity of all children. ALL thought it was a great idea
AP	Stated that she would be pushing Social Media Engagement on all pieces she puts into the newsletters as another avenue for parent engagement. AP would look into making a Twitter and Instagram page too.
LM	Mentioned the PTA cupboard as ants had been discovered. LM would go in there next week with Tracy and dispose of any out of date food and drink before it is cleaned.
AP	Spoke about the potential to send each child home with a cardboard collection box in September to return it in December and then again in January to return it in June to collect any spare change to fundraise. AP will look into quotes for the boxes.
LM	Mentioned that it was a great initiative in the past to provide a gingerbread for the new intake in September and it was accompanied by a poem. ALL agreed
AP	Spoke about a £500 fund to be put aside each year to enable families in need to apply for financial assistance up to a value of eg £50 for eg uniform and school trips etc to enable everything to be accessible to families who are less affluent. ALL agreed it was a great idea. AP said that applications would go directly to Mr Dinsdale to ensure privacy and she would liaise with him to finalise details.

NEXT MEETING DATE IS THURSDAY 23<sup>RD</sup> APRIL AT 6PM AND WILL BE HELD VIRTUALLY

### ACTIONS

WHO	ACTION	BY
AP	To inform Charity Commission of new PTA Committee	End April
AP	To get the Nat West mandate signed by herself and Fiona Delaney and then submit it to the bank	End April
ALL	To read the existing constitution and suggest any amendments/deletion etc. by 15 <sup>th</sup> direct to AP. AP	15 <sup>th</sup> April

AP	To draft up a new constitution and distribute by email to PTA in preparation of the vote of the new document	20 <sup>th</sup> April
AP	To email Mr Dinsdale to request a date for the Bingo	End March
AP	To email Mr Dinsdale to get authorization for the order of the recycling bin	End March
AP	To email Mr Dinsdale to request a date for the Make the Rules day and to discuss payment options	End March
AP	To look into the purchase of the antlers from China	End April
AP	To ask Mr Dinsdale for a date for a meeting about the library	End March
AP	To email Mr Dinsdale to ask for a date for the Year 6 leavers BBQ, to discuss ticket prices and if to open it up to all	End March
AP	To design a leaflet to recruit new PTA members to be distributed in bookbags	End April
AP	To contact Sefton Council to request an extension on the Small Lottery Licence	15 <sup>th</sup> April
AP	To design a logo competition leaflet	End April
AP	To investigate opening up a Twitter and Instagram Account	End April
AP	To request quotes for cardboard collection boxes	End April
AP	To ask Mr Dinsdale if there is a date for a meeting for the parents of the new intake of students	End March
LM	To provide AP with the poem for the Gingerbread for new students	End April
AP	To communicate with Mr Dinsdale to discuss the PTA fund for less affluent families	End March