

PTA Meeting Minutes

Thursday 22nd April 2021 – 6pm – 7.15pm

Meeting held remotely due to Coronavirus

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

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

Minutes

AP OPENED THE MEETING WITH PRAYER

WELCOME AND APOLOGIES

AP	Welcomed all to the meeting
AP	Reported that Mr Dinsdale would not be attending and also Jess and that Janine would be joining the meeting but would be late.
AP	Welcomed Ashleigh our new PTA Member

ACTIONS FROM LAST MEETING

AP	Went through the whole list of Actions from last months meeting and updated the group
AP	Explained that all actions from last month that have not yet been completed will be at the top of this month's list marked in red to prioritise

FINANCE

AP	Reported that there was no change from last month
AP	Reported that Mrs Delaney had informed her that there was £189 sat in the school account that belonged to the PTA and this was the money that was raised from the previous muffin day and was paid via the Arbor app

CONSTITUTION

AP	Confirmed that as promised she had emailed the draft constitution out prior to this meeting and had received no written recommendations and asked the group if they had anything they wished to discuss regarding the document. No issues were raised
AP	Proposed that the group voted that the constitution is ok to submit to the Charity Commission once it gets signed by Mr Dinsdale. The vote took place and it was a unanimous vote that the document was ok to submit.

BINGO

AP	Reported that a date had been agreed for Thursday 1 st July at 6-8pm.
AP	Stated that Mrs Delaney had suggested that the event should be a ticketed event to limit and control the numbers due to the uncertainty of COVID and social distancing.
ALL	Agreed that the tickets would be free of charge. Numbers were discussed and we agreed to provisionally cap it at 60 people as the hall was deemed spacious enough to accommodate social distancing.
AP	Agreed to produce a poster for the noticeboard and for the office to put into bookbags. She will also do a Facebook post and a poster for the external noticeboard. She will ask Mrs Delaney to put it on the Arbor app closer to the time
LM	Offered to go to the PTA cupboard and perform a count of supplies that we have in stock
ALL	Prizes were discussed and ALL agreed to ask friends and family and all contacts for prizes/vouchers/bottles of wine etc
AP	Stated that at the next meeting we would discuss supplies and prizes that we have and make a list of what is needed. She reminded everybody that she had already produced a 'How To' guide and a risk assessment and that she would revisit this and add COVID to the risk assessment to ensure we are operating a safe event for all with minimum risk.

RECYCLING

AP	Reported that Mr Dinsdale had agreed for the school to house a recycling bin on site to raise funds for the PTA. Mr Dinsdale had said that it would be likely housed under the KS1 playground canopy.
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MAKE THE RULES DAY

AP	Reported that Mr Dinsdale had agreed that this can take place and it would be on the last day of term which is Friday 28 th May.
AP	Stated that she would do a Facebook post and produce a poster for the Notice Board and for book bags and also ask Mrs Delaney if she could put it in the newsletter and on the Arbor app closer to the time.

NEW LIBRARY

AP	Stated that she had asked Mr Dinsdale for a separate meeting but it hadn't taken place just yet and therefore had nothing to report on the project.
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NEW STUDENT INTAKE

AP	Reported that at present there were no plans for a new parent meeting. Mrs Delaney said that last year a new parent hub was put together and made available to all new parents and it was likely to be the same process again this year due to COVID.
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AP	Stated that she would design a leaflet/letter for the hub to introduce the PTA and hopefully gain some interest for new members.
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YEAR 6 LEAVERS EVENT

AP	Reported that Mr Dinsdale had given permission for a BBQ event to take place on Thursday 15 th July. Mrs Delaney will be arranging some basic food hygiene training for the PTA which will be in the form of a 15-minute online video training course.
ALL	Discussed numbers, ticket prices, BBQ and refreshments, entertainment, opportunities for stalls etc and initial plans were drafted up
	UPDATE AFTER THE MEETING – Mrs Delaney made contact with AP and stated that we only had to concentrate on an event in school time between the hours of 1-3pm on the school premises and that it would be likely that the parents would organise their own after school hours event on a larger scale. In that conversation it was agreed that a BBQ event would be provided for the children, perhaps with a theme which will be decided by the PTA. Also agreed was the entertainment which would be a disco and a bouncy castle and/or a photo booth. AP would relay all of this information to the PTA WhatsApp group.

PTA EMERGENCY FUND

AP	Reported that Mr Dinsdale had said it was a good idea and that the office are happy to co-ordinate applications
AP	Stated that Mrs Delaney had asked her to put together an information leaflet and she will distribute it. Mrs Delaney will put together a google form for applications to be submitted
AP	Reported that the timescale agreed would be after May half term for applications in a 2-week window
ALL	Agreed that the pot limit would be £500 and applications could be submitted for a maximum of £50
AP	Will put together a mechanics sheet and submit it to Mr Dinsdale to agree and sign

ANY OTHER BUSINESS

AP	Reported that she was still waiting for the headers to be delivered for the new notice board but as soon as they were available, she would revamp the notice board.
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AP CLOSED THE MEETING WITH PRAYER

NEXT MEETING DATE IS THURSDAY 20TH MAY 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
AP	To look into the purchase of the antlers from China	End April
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 License	15 th 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
LM	To provide AP with the poem for the Gingerbread for new students	End April
LD	To arrange a meeting with AP regarding the library	15 th May
AP	To submit the new constitution to the Charity Commission after getting it signed by Mr Dinsdale	31 st May
AP	To produce a poster/leaflet for the Bingo event	31 st May
AP	To put out an initial Facebook post advertising the Bingo	31 st May
ALL	To source prizes for the Bingo event	Ongoing
AP	To update the risk assessment for the Bingo to incorporate COVID	31 st May
AP	To put out a Facebook post to advertise Make the Rules Day	31 st May
AP	To put the poster on the notice board and supply to the office for distribution	31 st May
AP	To produce an information leaflet for the new student intake hub	30 th June
AP	To obtain quotes for a DJ, bouncy castle and photo booth	15 th May
LM	To go to the PTA cupboard and do a stock count of Bingo pens, Bingo books, paper plates and cups and cutlery, any food and drinks etc	15 th May
AP	To produce an information letter/leaflet for the PTA Emergency Fund and give to Mrs Delaney	15 th May
FD	To produce a google form for Emergency Fund applications	15 th May
AP	To produce a mechanics sheet for the Emergency Fund and give to LD	15 th May