

PTA Meeting Minutes

Thursday 20th May 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 -Mr Dinsdale, Andrea, Justine, Janine, Ashleigh, Emma, Jessica

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. Stated that it was lovely that our group was growing steadily and that Janine has also identified another 2 new recruits from mums of children in the nursery going up to reception in September. All agreed that if they wanted to then they could join us earlier at the next meeting.
AP	Reported that Miss May was unable to attend and Ashleigh would be joining us when she can
AP	Asked Ashleigh and Emma to do a quick introduction as new members.

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	Stated that there should be a change next month because we will be able to add the Make the Rules Day fundraising money and we were hopeful to raise in excess of £200.

MAKE THE RULES DAY

AP	Confirmed that it was taking place next Friday the last day of term. It was 50p per rule break so we can cater for all. Mentioned that James (her son) had said his friends were all talking about it and quite excited. A Facebook post had gone out and had quite a bit of engagement.
AP	Reported that she had produced a poster and sent it to Miss Delaney for her to put out is she wished to do so.

LD	Reported that it had been spoken about at the assemblies and with the teachers and there was a bit of a buzz about it.
----	--

BINGO

LM	Had kindly produced a stock check list of items and distributed it.
AP	Produced a list of the prizes we had obtained so far for the Main Prizes and the Line Prizes.
ALL	Agreed that we would plan as normal until instructed otherwise and if it was advised to cancel due to COVID restrictions update then it would be easy to do so.
ALL	Agreed to continue to gather prizes
AP	Said she will produce a poster to advertise and will launch it as soon as Make the Rules Day is over
JF	Stated she would ask at the Boysie Club to borrow the Bingo Drum
AP	Said she will produce a Joe 90 sheet and send it into school.

RECYCLING

AP	Reported that we were still awaiting delivery of the Bin but it would hopefully arrive soon and then we can do a launch.
----	--

NEW LIBRARY

LD	Gave an overview of his plans and vision for the new library and the importance of it in school for the children.
AP	Said that although at some stage she will need estimated costs etc she will begin to look into grants from Trusts and Foundations.

YEAR 6 LEAVERS EVENT

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.
----	---

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.
AP	Stated that she would design a leaflet/letter for the hub to introduce the PTA and hopefully gain some interest for new members.

YEAR 6 LEAVERS EVENT

AP	Recapped that the event was Thursday 15 th July 1pm – 3pm and it was a Carnival Theme.
AP	Reported that Chris Campbell had agreed to be the DJ for the event and was providing a slush machine, and a popcorn machine.
ALL	We discussed and established that there will be 60 children. We decided on a BBQ and hot dogs with crisps and snacks. We spoke about the carnival themed balloons and plates and cups that were readily available in Home Bargains and online.
AP	Will remind Fiona Delaney about any necessary food hygiene training.
ALL	We also discussed that there was no need for an 'agenda' as such as there is no awards or speeches it is just a party. Justine and Janine said they would go and take a look at the old Tiki Bar and make arrangements to redecorate it so we can use it.
AP	Said she would try and find out who the ice cream van man was from the last leavers event and try and book it also

NEW STUDENT INTAKE

AP	Stated that she will put together an information pack for the new online hub
----	--

PTA EMERGENCY FUND

AP	Acknowledged that we had all voted in favour of launching this scheme but mentioned that she had been party to a few online discussions about it and raised a few discussion points about pupil premium, whether it was ethical to use our funds just for the children in need and if we were to potentially receive any backlash from parents because of it.
ALL	Pupil premium was discussed and LD explained that it was certainly used where necessary to supply any children with items they needed but demand was high and the food parcels that were normally supplied to families who were in need were also being supplied to additional families as COVID had hit some families hard. We discussed and agreed again that it was to launch as planned and it was a great idea. It was agreed that because there was a sum of money in the office (approx. £189) that belonged to the PTA from the Christmas dress down day, then the sum of money required to take it up to £500 would be transferred to the school and the forms and mechanisms put in place to enable families to apply.

ANY OTHER BUSINESS

AP	Spoke about GDPR and keeping data safe and that she would send out a separate email to everybody asking their permission to share their email address and phone number in the WhatsApp group and on meeting invites. This will protect the charity and comply with GDPR regulations
----	---

AP CLOSED THE MEETING WITH PRAYER

NEXT MEETING DATE IS THURSDAY 24TH JUNE AT 6PM AND WILL BE HELD VIRTUALLY

ACTIONS

WHO	ACTION	BY
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 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
ALL	To source prizes for the Bingo event	Ongoing
AP	To produce an information leaflet for the new student intake hub	30 th June
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
AP	To produce a Bingo poster to advertise and launch after Make the Rules Day is over	25 th May
JF	To ask the Boysie club to borrow the Bingo drum	15 th June
AP	To produce a Joe 90 sheet	15 th June
AP	To look into funding for library and to check Foyle Foundation	15 th June
AP	To produce leavers scrolls and leavers books for Year 6 pupils	30 th June
AP	To chase FD for any relevant and necessary food hygiene training	15 th June
Justine & Janine	To look at old Tiki bar and decorate it	30 th June
AP	To look into booking the ice cream van	15 th June
AP	To find out exactly how much is in the school account and then transfer the balance making it up to £500 to the school account	30 th June
AP	To email all PTA staff and parents regarding GDPR permissions	15 th June