

PTA Meeting Minutes

Thursday 24th 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, Miss May, Janine, Emma
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

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| AP | Welcomed all to the meeting. Stated that we had another two new recruits – Robyn and Joanne that were invited but would probably join us in September at the next meeting. |
| AP | Apologies – Justine and Jessica |
| AP | Reported that Ashleigh had messaged to say she had a new job and at the moment she feels too busy to be part of the PTA but hopefully when she is settled she will come back and join us again. |

ACTIONS FROM LAST MEETING

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| 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

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| AP | Reported that there was no change from last month other than the addition of the Make the Rules Day money - £946.41 |
| AP | Reported that she had investigated opening up a new bank account to see what was required to open on |

MAKE THE RULES DAY ANALYSIS

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| AP | Reminded everybody that in the last minutes we had stated that we hoped to make around £200 but had actually made £946.41 which was overwhelming and fantastic. |
| AP | Stated that Fiona Delaney had said that this amount was at least double what a normal Mufti day would bring in. |

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| ALL | Commented how much of a great time the children had and that they were asking to do it again in the future |
| ALL | Agreed that it would feature on next years fundraising calendar. |

BINGO

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| AP | Proposed that the Bingo event on the 1 st July could be postponed. There was still some confusion regarding COVID restrictions and asked the group if they would consider postponing it until October. |
| ALL | Agreed that it would be a good idea. A new date will be decided at the next meeting. AP will put out a Facebook post to inform everybody of the cancellation and it will also appear in this weeks newsletter. |

RECYCLING

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| AP | Reported that the bin had arrived! |
| LD | Stated that a message had been put out on the Dojo app announcing the arrival and also a graphic had been put out informing everybody what is, and isn't allowed to be put in there. |

NEW LIBRARY

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| AP | Reported that she had had a quick look at funding options and had submitted an application to the Arnold Clark Community Fund for £1000 and had also identified 6 others that could be submitted once we have a better idea of costs. |
| LD | Shared a presentation on the screen of the initial plans which also included some graphics of the vision. |

YEAR 6 LEAVERS EVENT

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| AP | Recapped on the entertainment that Chris Campbell was providing. |
| AP | Spoke about the Leavers Books and Scrolls that the PTA were providing and LD said it was better to give them to the children in the morning at the leavers mass. |
| AP | Said that she had made a list of Things To Do for the event and asked for a name for each job so that nothing got missed and the event ran smoothly – all will appear on the Actions List |
| LD | Mentioned that he had been approached by a parent who said that the leavers t-shirts that they had organised had been produced with mistakes of names missing and misspelt and that he had been asked if the PTA would produce and pay for new ones. |

2021/2022 BRAINSTORM FOR A QUICK CALENDAR OF EVENTS

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| ALL | Discussed all of the possibilities that could take place in the next academic year Bingo Carol Concert |
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| | Summer Fair Year 6 leavers Event Ice Lolly Sales Make the Rules Day Recycling Virtual Balloon Race 110 Club or PTA Lottery Online Xmas Fayre Smartie Challenge Cardboard Collection Boxes Home Presence at Sports Days Sleep out on the field/mini festival Jingle Jog with Sponsorship Usbourne Book Virtual Book Fair |
| AP | Said that in the first meeting next September we would put together a calendar of events |

ANY OTHER BUSINESS

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| AP | Reported that Father Mark would be celebrating 25 years anniversary of his Priesthood on 13 th July and that there would be a card left in reception for all PTA members to sign before 9 th July. |
| AP | Said that the GDPR email had been sent out and would like the replies back |
| ALL | Discussed the various trips and residentials that are planned for next academic year and what the PTA normally contribute ie. Lakeside Residential |

AP CLOSED THE MEETING WITH PRAYER

NEXT MEETING DATE IS THURSDAY 16TH SEPTEMBER – MAY BE VIRTUAL BUT WILL DECIDE CLOSER TO THE TIME

ACTIONS

| WHO | ACTION | BY |
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| 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 |

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| 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 look into funding for library | Ongoing |
| AP | To produce leavers scrolls and leavers books for Year 6 pupils | 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 |
| AP | Investigate opening up a new bank account | 30 th August |
| AP | Put out a Facebook post informing of the cancellation of Bingo | 25 th June |
| AP | Put out a Facebook post about the recycling bin | 30 th June |
| AP | To buy the food, drinks & snack for Yr 6 Event | 15 th July |
| AP | To buy the paper plates cups and napkins | 15 th July |
| AP | To buy a new gas BBQ that will belong to the PTA | 15 th July |
| JF | To buy the balloons and construct the balloon arch | 15 th July |
| AP | To put a message in the WhatsApp group to establish how many PTA members will be there on the day | 25 th June |
| AP | To ensure all areas are cleaned and cleared after the event | 15 th July |
| AP | To buy the Insta frame | 15 th July |
| AP | To get in touch with VC Creative and ask about a cost for leavers t-shirts | 25 th June |
| AP | Put message in WhatsApp group re card and present for Father Mark | 25 th June |
| ALL | Reply back to AP re GDPR | 30 th June |