

PTA Meeting Minutes

Wednesday 25th January 2022 – 6pm – 7.30pm

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, Emma, Janine
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 AND PREVIOUS ACTIONS

AP	Welcomed all to the meeting and gave apologies for those that were not present
AP	Went through the list of the previous actions and updated the group with progress

FINANCE

AP	Gave a bank account update in that the committee had been to the Nat West and filled in all of the relevant forms and provided the ID and documentation needed to get the account changed over. The bank stated it would take 2-3 weeks to action the request. It was stated that the old account was in the personal address of the previous Chair but this has also been changed to the school address.
AP	Confirmed that Make the Rules Day had brought in £972.94 which was once again outstanding
AP	Confirmed that all coins that were in her house from the two Make the Rules Days had been deposited into the account and that the lady at the bank had said there was over £4000 in the account but didn't give an exact amount as she was not yet a named person on the account.
AP	Explained that now there would be three named signatories but just two needed to sign a cheque and this would be better in case somebody was on holiday or ill as it wouldn't hold up any payments.
AP	Stated that she had emailed Fiona to establish what money was owed to the school from the PTA as the school had paid two suppliers to events whilst we had no access to the cheque book. AP also enquired if there was any money in the safe that belonged to the PTA.
AP	Stated that she was finalising all of the receipts and financial information so that it was ready to send to Bernie Coxon to produce the official charity accounts.

NEW LIBRARY APPEAL

AP	Stated that the poster had been designed by JF for the 2022 challenge and was just being finalised along with the sponsorship form.
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ALL	Agreed that the launch date would be Monday 7 th February giving time for social media posts and a post on the App. The children finish school on the 11 th February so can complete their challenge in the school holidays. The monies raised by the children will be requested to be returned by Friday 25 th February which is the first Friday back after half term, giving time for reminders and time to finish any challenges.
ALL	Agreed that there would be a 'per family' note on the poster rather than a 'per child' so that there was no pressure on any families with more than one child
AP	Asked if the school would be ok to print the leaflets and sponsorship forms for each child or did the PTA need to make arrangements with a local printer. LD confirmed that the school would print them in the office.
AP	Asked LD if there was any update on design or costs after the production of the initial design. LD confirmed that there was not but he was working on it.
AP	Confirmed that two more funding applications had been submitted for the new library appeal

END OF TERM DRESS DOWN DAY

ALL	Agreed that a dress down day could take place on the last day of each term and the next one would be Friday 10 th February
ALL	Agreed that LD would consult the School Council to decide on the theme of the day and he would report back to AP so that a poster can be designed and advertised on social media
ALL	Agreed that Make the Rules Day theme would be held two or three times each year as the children loved it and also because it raised a lot of money

OTHER EVENTS TO END OF ACADEMIC YEAR

AP	Stated that the next Bingo event would be planned as if it was still happening and we would assess the COVID situation closer to the time
AP	Confirmed that Chris Campbell had been booked for the Year 6 leavers event
AP	Stated that we will start to plan the Summer Fair over the coming weeks and that she will locate any information she has from the previous school fairs and share it next time
ALL	Agreed that the last Friday of each term would be a Mufti Day for the children and money would be collected for the PTA. It was agreed that these events would be themed ie. Crazy Hair, Make the Rules etc. and the PTA would decide between them which themes would go ahead.
ALL	Agreed that the date for the Year 6 leavers event would be Thursday 21 st July
AP	Stated that she would like to introduce a new core event which would be an Annual Walk. It will take place on the last Saturday in September and the walk would be up the canal. It would be for families, including pushchairs and dogs and all inclusive. There would be a registration fee per family and sponsorship forms would be given out. ALL agreed it was a good idea
AP	Reported that she had obtained 10 places for the Anglican Cathedral Abseil in July 2022 and it would be good to get both teacher and parent representation.
ALL	Agreed that we would plan for a Summer Fair and the date would be Friday 24 th June.

ANY OTHER BUSINESS

AP	Asked LD if anything was being planned for the Queens Platinum Jubilee and a discussion took place around this. LD said he would speak internally with his team about the specifics but that something would definitely take place and he would report back next time
AP	Stated that she would search online to try and find good deals for bunting and flags
AP	Reported that an 8ft Christmas tree had been donated for free and was in the PTA cupboard in storage
AP	Reported that the recycling bin had been emptied 3 times and in total had made just under £150 which had been deposited in the bank account
AP	Reported that there was an opportunity to do more with the Recycling Bin and that each month the company chose one school to receive a £100 bonus for being proactive in trying to obtain clothes donations. A discussion took place and it was agreed that on Friday 4 th March families would be asked to bring in their bags of unwanted clothes and put them in the Infant playground under shelter and the recycling company would take them away on that day. This would be in conjunction with an advert in the Champion, social media advertising and also a notice in the church bulletin
AP	Reported that there was funding available for Science Week and asked LD to speak to the Science lead to see if they had any specific requirements
AP	Reported that the wish list had not been returned to her yet with every years requirements for equipment etc
AP	Asked LD how much the deposit was for the Year 6 trip and when it was required. It was agreed that AP would ask FD in the office
AP	Stated that now that things are getting back to normal and the bank account was looking much healthier that LD could think about what else (outside of the library appeal) would be needed for the children and the school. LD was grateful and would discuss internally and get back to us.

AP CLOSED THE MEETING WITH PRAYER

DATE OF NEXT MEETING – FEBRUARY 23RD 2022

ACTIONS

WHO	ACTION	BY
AP	To collate all financial receipts and information and submit to Bernie to produce accounts	February
ALL	Finalise poster and sponsorship form for 2022 challenge	End January
AP	First social media posts for 2022 challenge awareness	End January
AP	To post on social media about the funds raised from the recycling bin	End January
AP	To email the office with the 2022 Challenge poster and sponsorship form so they can be printed for each child	End January

AP	To ask Fiona to put the 2022 challenge on the school app before the 7 th February	4 th February
LD	To consult School Council to decide on the theme of the next dress down day and report back to AP so a poster could be designed for social media	4 th February
AP	To design a poster for the next dress down day and publish on social media	8 th February
AP	To ask LM to deliver the collection buckets to each classroom before the last day of term	8 th February
AP	Locate any information on previous school fairs	End February
AP	To produce a slip for book bags to gain interest in the PTA	February
LD	To speak internally about the Queens Platinum Jubilee and decide on a date and activities that would take place and report back at the next meeting	23 rd February
AP	To obtain prices for bunting and flags for the Queens Jubilee event	End February
AP	To ask Bernie Coxon if a notice could go in the church bulletin on the Sunday before the 4 th March asking for clothes donations	Mid February
AP	To contact the Champion newspaper and submit a request for an advert in regarding the recycling bin and the donation day on 4 th March	Mid February
AP	To ask Fiona to put a notice on the app regarding the recycling donation day on the 4 th March	Mid February
AP	To design a poster and put it on social media regarding the recycling donation day	Mid February
LD	To speak to Science lead and ask if there were any specific requirements in the Department that AP could apply for funding for	Mid February
AP	To submit applications to Trusts and Foundations for money for Science Week	Ongoing
LD	To chase up the return of the Wish List and send to AP so she can apply for funding	Mid February
AP	To ask Fiona how much is required for the deposit for the Year 6 trip and when it is needed	End January
LD	To speak internally about what PTA money could be spent on and get a price on additional Chromebooks for the children	February