

## PTA Committee Meeting Minutes

<b>Date:</b>	Tuesday, 8 <sup>th</sup> September	<b>Time:</b>	9.00am	<b>Location:</b>	School
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<b>Attendees:</b>				
Laurilee Green	Katie Lickfold	Mr. Wanford	Mrs. Erdos	Mrs. Cavanagh
Mr. English				

<b>Apologies:</b>				

Standing Agenda items	Minutes	Actions
Welcome & apologies for absence		
Review and approve minutes of last meeting	Meeting happening today Minutes format being used today Treasurer report needed for AGM Tea & tissues yesterday was attended by a few and hopefully rose the profile of the PTA	LG - To put AGM details on Facebook groups to remind people School - Zoom link set up for AGM, agenda to be sent out next week prepopulated with class reps etc. Costings for Tea & Tissues to be sent to school LG to scan receipts from event and send to Mrs. Erdos
Matters arising and actions from the last meeting	Tote bags - Being sold via PTA Events and on the school drop off. Needs to be promoted on the Facebook group. Bag cost £2.75 and are sold for £5.00. Need to sell 42 to cover costs.  Fireworks - The event has been moved to Saturday, 6 <sup>th</sup> February with the company. Need to confirm the terms and conditions for moving the date again. Dates for Christmas cards designs - Need to be returned the week before half term (19th October). 14 day turn around for samples.  Disco - Year group disco's to be booked in.	LG to confirm the terms and conditions for moving the date again LG to speak to Louise Moloney about school disco dates

	Newsletter to be written and shared after the AGM.	
Review of last event(s) taken place (WWW/EBI)	N/A	
Treasurers update and report	Laura Nunn's garden grant needs to be included in this year's totals. Rough profit is more than £5,000. This could be included in the newsletter.	
Planning and preparations for the next event taking place	<p><u>Cinema night – Friday, 16th October</u>  Would need to be in year group bubbles - 1 in hall, 1 in hall, 1 in dance studio etc. Y1, 2, 3, 4 &amp; 5  Y1 - Hall  Y2 - Hall  Y3 - Dance studio  Y4 &amp; 5 - In a classroom together (this would be smaller uptake)</p> <ul style="list-style-type: none"> <li>• 2 members of staff and volunteer from the right year group</li> <li>• Vote for movie</li> <li>• Pre-bagged popcorn or popcorn in freezer bags</li> <li>• Children to be dismissed from classrooms</li> <li>• Mrs. Cavanagh suggested looking at films that are being released that week so would be new for children</li> <li>• £5.00 per child (reduction in ticket cost if you volunteer)</li> <li>• Movie length could vary to help with social distanced collection by parents/carers</li> </ul> <p><u>Thursday, 22nd October - Second hand uniform sale</u>  2.45pm outside school</p> <p><u>Non Uniform Day</u></p> <ul style="list-style-type: none"> <li>• Minimum £1.00</li> <li>• Money to be put towards the pantomime</li> </ul> <p><u>Christmas Event</u></p> <ul style="list-style-type: none"> <li>• Raffle prizes from fete collection could be used</li> </ul>	<p>Mr. Wanford to arrange staff for the event  Mr. Wanford to ask for commitment from teachers for 16<sup>th</sup> October  LG to choose movies and share with the school by Monday, 14<sup>th</sup> September  Busy Living will be in the DT room and the small hall that night  LG to find volunteers for the event</p> <p>Second hand uniform sale to be promoted on Facebook, school newsletter etc.  LG to buy freezer bags for second hand uniform</p> <p>Mr. Wanford to put the non-uniform day in the newsletter</p>

	<ul style="list-style-type: none"> <li>Dates on vouchers need to be looked at</li> </ul>	
Events taking place during the next term	N/A	
AOB	<p><u>Preparation for AGM (14<sup>th</sup> September)</u></p> <ul style="list-style-type: none"> <li>Invoice to be sent over to the school for tote bags</li> <li>Receipt book for tote bags sales</li> </ul> <p>Christmas jumpers have been collected and could be sold</p> <p>Storage - PTA equipment has been moved. School waiting on new shed to be delivered.</p> <p>Second hand uniform - To be put in the newsletter. Box to be taken out with lost property on a Friday for donations.</p> <p>School website - Content to be discussed next meeting (Tuesday, 22<sup>nd</sup> September 2.30pm - LG &amp; AW)</p>	<p>Mrs. Erdos to ask Mr. Morris to remove non-PTA equipment from the shed. LG to arrange a time with the school office to organise PTA equipment</p> <p>Mrs. Cavanagh to take donation box out for second hand school uniform donations</p> <p>Mr. Wanford to put second hand uniform event in the school newsletter</p>
Dates of next meetings	9.00am on Tuesday, 20 <sup>th</sup> October	

These minutes were confirmed by the PTA as a true and accurate record of the meeting.