

PTA Committee Meeting Minutes

Date:	Monday, 5 th October	Time:	9.30am	Location:	Via Zoom
--------------	---------------------------------	--------------	--------	------------------	----------

Attendees:				
Laurilee Green	Vickie Trotman	Elizabeth Pottinger	Emily Routledge	Emma Robinson
Katie Kann	Mr. Wanford	Mr. English	Mrs. Erdos	Mrs. Cavanagh

Apologies:				
Katie Lickfold				

Standing Agenda items	Minutes	Actions
Welcome & apologies for absence		
Review and approve minutes of last meeting	Approved	
Matters arising and actions from the last meeting	N/A	
Cinema event – Friday, 16 th October 2020	<ul style="list-style-type: none"> Sales increasing (70 tickets sold) <ul style="list-style-type: none"> 25 – Year 1 18 – Year 2 12 – Year 3 15 – Year 4 & 5 Minimum of 2 parents/carers per room plus staff School volunteers – <ul style="list-style-type: none"> KS1: Mr. Kaye, Mrs. Faisal, Miss. Ashwell, Miss. Gardiner & Miss. Broadbent KS2: Mrs. Floutier, Mr. Foster & Mrs Hawes 2 members of SLT to fill gaps By Thursday, 8th October need to confirm numbers. If not sufficient, warning in newsletter that event might be cancelled DT room confirmed available between 9.30am-2.30pm Popcorn will be packed in sealed bags 	<ul style="list-style-type: none"> Volunteers for preparation (popcorn etc.) to be organised – LG Register for each group – LG Need to look at stock within spare classroom – LG

	<ul style="list-style-type: none"> • Collection of children from their usual classrooms and exits • Busy Living collect from classrooms and to notify adult in room 	
Pumpkin competition	<ul style="list-style-type: none"> • Live on PTA events • Prompted on school Facebook groups and local community • Arranged with Green Dragon Eco Farm they will take waste and undecorated pumpkins at the end • Recipes will go on sites • Small number of tickets sold but early on 	<ul style="list-style-type: none"> • Judges to be arranged – LG
School uniform sale – Thursday, 22 nd October	<ul style="list-style-type: none"> • By triangle at front of school office and one way system • Sum Up card machines being arranged • Cash payment – Gloves, buckets and note on newsletter to bring right change 	<ul style="list-style-type: none"> • One way signs • Sum Up machines for card payments – LG
Non uniform day – Friday, 23 rd October	<ul style="list-style-type: none"> • Reminder of event in newsletter • Cash in classrooms to help keep track 	<ul style="list-style-type: none"> • Entry in newsletter – School • Publish how much raised per class – School
Website content	<ul style="list-style-type: none"> • To be reviewed and updated 	<ul style="list-style-type: none"> • To be reviewed – LG and school
AOB	<ul style="list-style-type: none"> • Next meeting – Monday, 9th November at 9.30am via Zoom 	

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

Signed: V. Trotman

Date: 05/10/2020