



## PTA Committee Meeting Minutes

<b>Date:</b>	20th October 2020	<b>Time:</b>	9.30	<b>Location:</b>	Zoom
--------------	-------------------	--------------	------	------------------	------

<b>Attendees:</b>				
Laurilee Green	Emily Routledge	Sean English GR	Tara Erdos GR	

<b>Apologies:</b>				
Vickie Trotman	Claire Cavanagh GR			

Standing Agenda items	Minutes	Actions
Welcome & apologies for absence	Elizabeth Pottinger has had to step down s co-secretary, thank you for your time in the role.	
Review and approve minutes of last meeting	Approved	<ul style="list-style-type: none"> <li>SE to check links on web page for last meeting minutes.</li> </ul>

<p>Cinema event - 16<sup>th</sup> October 2020</p>	<ul style="list-style-type: none"> <li>• Event went very well with all children enjoying their films.</li> <li>• Very pleased with clear showing of parents faith in still sending their children in current situation.</li> <li>• Prep for event worked very well and having the popcorn in separate bags was a good addition.</li> <li>• SE asked going forward that a plan of rooms and equipment (DVD player, disc etc) be circulated to staff to aid in set up and enable to start on time.</li> <li>• A couple of technical issues that were resolved fairly quickly.</li> <li>• ER reported 153 children attended, after expense (last few to be confirmed) the profit should be around £640.</li> </ul>	<ul style="list-style-type: none"> <li>• Check legalities on streaming instead of DVDs - LG</li> <li>• Chase final expenses - ER</li> </ul>
<p>Pumpkin Competition</p>	<ul style="list-style-type: none"> <li>• Competition is live on PTA-Events.</li> <li>• Continue to advertise to encourage parents to sign up.</li> <li>• Posters have been placed on fences at the school for visibility on drop off/collections.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue with promotion - All</li> </ul>
<p>School uniform sale</p>	<ul style="list-style-type: none"> <li>• Fairly large amount of items to be sold, including Christmas Jumpers</li> <li>• Card reader is working and ready to use.</li> <li>• Float to be arranged (TE has more £1 coins if required)</li> <li>• 4 tables to be set up</li> <li>• Gloves etc to be used and signs asking parents to wear masks and not to touch items</li> <li>• ER &amp; LG to discuss and arrange how we cash up after event</li> <li>• Inventory will be taken after to sell items online.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 tables to be put up outside office - SE</li> <li>• Float - LG</li> <li>• Notices on prices and safety - LG</li> </ul>

Non Uniform Day	<ul style="list-style-type: none"> <li>• Monies raised to be shared with Shine, in aid of Spina Bifida day.</li> <li>• Money with be collected and counted by the school and totals passed to us to mention in our next newsletter.</li> </ul>	<ul style="list-style-type: none"> <li>• Total to be given to PTA at the end of the day - TE</li> </ul>
Any other business	<ul style="list-style-type: none"> <li>• Christmas Panto - An online option maybe possible so the children have something as usual panto cannot go ahead this year. (Deposit for this years panto will be commuted to next year)</li> <li>• Christmas books - Each year the teachers gift a book to every child. Should this be from the PTA going forward? To be discussed at next meeting with Class Reps.</li> <li>• Christmas decorations - As we do not have the Festive Fun event these will be sold after school, by year group, to allow parents to purchase.</li> </ul>	<ul style="list-style-type: none"> <li>• Pass details of digital Panto to school - LG</li> <li>• Christmas books to be on next agenda - VT</li> <li>• Arrange dates to sell decorations - LG/SE</li> <li>• Prep of newsletter for next half term - LG/VT</li> <li>•</li> </ul>
Dates of next meeting	<ul style="list-style-type: none"> <li>• Monday 9th November 9.30 via zoom (Open to all parents)</li> <li>• Monday 11th January 9.30 via zoom (committee only)</li> </ul>	<ul style="list-style-type: none"> <li>• Possible additional meeting with Class reps in December for planning - Date TBC</li> </ul>

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_