

PTA Committee Meeting Minutes

Date:	Thursday, 29 th September	Time:	9.30am	Location:	Zoom
--------------	--------------------------------------	--------------	--------	------------------	------

Attendees:				
Laurilee Green	Vickie Trotman	Elizabeth Pottinger	Emily Routledge	Emma Robinson
Rachel Walcott	Hannah Marion	Malgorzata Bingley	Laura Nunn	Emily Routledge
Sarah Smith	Katie Lickford	Ineet Suri	Claire Cavanagh GR	Michelle Killeen
Jayne Bendell	Kim Tremain			

Apologies:				
Amy Woolley	Bina Varsani			

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	

<p>Cinema event – 16th October 2020</p>	<ul style="list-style-type: none"> • Some uptake but expect more as pay day this week • Need to check and buy supplies • Need to get sufficient volunteers. PTA class reps to speak to their classes • Making of popcorn – will be in sealed bags due to COVID. • Rooms – Year 1 & 2 – halls Year 3 split across 2 classrooms Year 4 & 5 in 1 classroom due to uptake • Issue with links in letters for some users on mobile phones trying to sign up to event. If continues or on further events, to discuss with PTA events. 	<ul style="list-style-type: none"> • Reminders to go out on social media – LG • Check Haribo on cupboard • Buy fruitshoot • Popcorn and prep in day volunteers. • Parent volunteers - Class Reps • Confirm location of prep – LG • Films - Trolls & Onward film – JB • Film - Sonic – LG • Film – Abominable – MB
<p>Pumpkin Competition</p>	<ul style="list-style-type: none"> • On PTA events now. Going live 1st October. • Age groups 7 and under (promote decorating) 8-12 years 13 + • Green Dragon Eco Farm would take donations of innards and pumpkins after. • Prizes – Vouchers • Green dragon donate prize? • Facebook page – pumpkin recipes • One photo per entry • Photo emailed in with order number • Organisation of judges. 	<ul style="list-style-type: none"> • Delivery of pumpkin recycling to Green Dragon Eco Farm – RW • Update poster – LG

School uniform sale	<ul style="list-style-type: none"> • Donations of school uniform received • PTA events • Pricing of items – Jumpers/Cardigans Summer dresses Trousers Shirts Nursery clothes • Table top sale – 22nd Thursday October 2.45 • Volunteers for sale needed. RW offered. • Card reader for contactless payment discussed. Need to consider will be for future events and further machines will be needed. 	<ul style="list-style-type: none"> • Bagging & tagging of uniform – LG • Collect further school uniform from school – LG • Washing of items – LG, RW and JB • Spreadsheet of items for sale – LG • On PTA events – LG • Location of sale – confirm with school by office entrance – LG • Contactless payment to be organised. Potentially Sum up machine – LG • Discussion with school for Wi-Fi and test – LG
Any other business	<ul style="list-style-type: none"> • Donations of Christmas clothing received • Noticeboard at the school • Raffle in December. Some strong prizes but happy to receive further donations. • Tote bags – kit arriving soon. • Fireworks night – provisional date February as November not possible. However February looking unlikely due to COVID 	<ul style="list-style-type: none"> • Bagging & tagging of items – VT • Noticeboard at the school – CC • Raffle December – LG • Tote bags – LG
Dates of next meeting	<ul style="list-style-type: none"> • Next week – Monday 5th October 9.30am – PTA only • After half term – PTA and open to school community. Date TBC next week. 	

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

Signed: V. Trotman

Date: 30/09/2020