

## PTA Committee Meeting Minutes

<b>Date:</b>	13/10/21	<b>Time:</b>	2pm	<b>Location:</b>	School
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<b>Attendees:</b>				
Laurilee Green	Emily Routledge	Aaron Wanford	Tara Erdos	Claire Cavanagh

<b>Apologies:</b>				

Agenda items	Minutes	Actions
<b>Welcome &amp; apologies for absence</b>		
<b>Annual spend</b>	<p>Discussed what we are spending money on the year and going forward:</p> <ul style="list-style-type: none"> <li>• £10,000 Target <ul style="list-style-type: none"> <li>○ £2,000 books</li> <li>○ £1,000 panto+author</li> <li>○ £2,000 trips/11B411</li> <li>○ £1,000 resources (skipping ropes etc)</li> <li>○ £1,000 misc (incl Y6 BBQ)</li> <li>○ £3,000 long term savings</li> </ul> </li> <li>• Long term savings <ul style="list-style-type: none"> <li>○ Initially saving for Shade sail plus gazebos</li> <li>○ Longer term plan to save for changing facilities</li> </ul> </li> </ul> <p>These figures possibly to be adjusted following specific meetings regarding 11B411 and Year 6 leavers funding.</p>	<ul style="list-style-type: none"> <li>• AW to investigate shade sails and companies for quotes</li> <li>• LG/ER to investigate gazebos</li> </ul>
<b>Cinema Club</b>	<ul style="list-style-type: none"> <li>• As of meeting 236 are attending.</li> <li>• Reception will be in classroom (Willow)</li> <li>• Year 1 in classroom (Elm)</li> <li>• Years 2 &amp; 2 in large hall</li> <li>• Years 4.5 &amp; 6 in small hall</li> </ul>	<ul style="list-style-type: none"> <li>• LG to provide Mr Morris with numbers for each room inc year groups as necessary</li> <li>• Films to be given to school</li> </ul>

	<ul style="list-style-type: none"> <li>• The year groups will be split in the halls to distance where possible.</li> <li>• All staff will be attending. 13/14 parent volunteers.</li> <li>• Films to be bought into school Thursday to ensure they are working.</li> <li>• ER to message Stuart Dawkins: Mrs Cavanagh to meet him on Friday to take cash for cinema but NOT fireworks</li> <li>• Popcorn &amp; snack to be put together from 12 in DT room</li> </ul>	<ul style="list-style-type: none"> <li>• LG to provide school with class lists on Thursday once all children are booked.</li> </ul>
<b>Fireworks</b>	<ul style="list-style-type: none"> <li>• As of the meeting 862/1000 sold.</li> <li>• Specific meeting to take place Friday 22<sup>nd</sup> 1:45 including Mr Morris – think about whether any other PTA members/Tim @ Total Pyro should attend</li> <li>• Toilets have been organised for delivery on Friday 5<sup>th</sup></li> <li>• Card payments can be taken and a machine at each stall.</li> <li>• TE will purchase another card machine for the PTA so each stall has its own to use.</li> </ul>	<ul style="list-style-type: none"> <li>• LG to discuss invoice/timings/card machine with “meat man”</li> <li>• ER to look into weights for gazebos</li> <li>• TE to investigate how to get £500 float for fireworks</li> <li>• AW to organise list of staff attending</li> <li>• LG to provide Risk assessment.</li> </ul>
<b>Non-Uniform</b>	<ul style="list-style-type: none"> <li>• Confirmed PTA will collect donations at drop off.</li> <li>• Four collection points</li> <li>• These will be moved straight to the PTA cupboard.</li> </ul>	<ul style="list-style-type: none"> <li>• TE to ask Mr Morris to leave green trolley in lobby before staff meeting on Friday morning.</li> </ul>
<b>Harvest Festival</b>	<ul style="list-style-type: none"> <li>• Confirmed timings</li> <li>• 9.15 – 10am</li> <li>• Refreshments &amp; second-hand uniform to be put out at the end of the assembly.</li> <li>• For future events consider serving at 9am before the show</li> </ul>	<ul style="list-style-type: none"> <li>• ER/LG to set up outside the hall to wheel in at 10am</li> </ul>
<b>AOB</b>	<ul style="list-style-type: none"> <li>• Discussed where to hold full PTA meetings with class reps – dance studios</li> <li>• Y6 leavers meeting <ul style="list-style-type: none"> <li>○ AW/LG reported meeting went well</li> <li>○ Nothing more required from the PTA for now</li> </ul> </li> <li>• Second-hand uniform <ul style="list-style-type: none"> <li>○ School to facilitate a collection point for uniform one day a week</li> </ul> </li> <li>• TE to finish finances spreadsheet and send to ER.</li> </ul>	

	<ul style="list-style-type: none"> <li>TE will also send on copies of invoices for items purchased for the PTA to ER.</li> </ul>	
<b>Date of Next meeting</b>	<ul style="list-style-type: none"> <li>21<sup>st</sup> October 7.30pm for committee &amp; class reps</li> <li>22<sup>nd</sup> November 1.45pm in school - committee &amp; Mr Morris</li> </ul>	

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

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