

Draft Notes

Parent Teacher Association (PTA) Meeting

Friday 13th September 2019 at 1.30pm – 2.30pm

Harvills Hawthorn Primary, Wolseley Road, West Bromwich B70 0NG

Present: Lisa Jukes (Chair)
Shelley Greasley (Vice-Chair)
Emma Hall
Emma Littlewood
Rebecca Povey
Samantha Hill
Jennie Hall (In attendance)

Apologies: Claire Hartley
Joe Conboy - withdrawn
Carla Eckersley - resigned
Liz Conboy
Mel Blackford - withdrawn

1. Lisa welcomed everyone to the meeting.

Welcome new members: Samantha Hill and Rebecca Povey.

Joe Conboy has withdrawn as Business Manager as he is doing a course. Liz

Conboy will be taking over the role of Business Manager.

Mel Blackford has withdrawn as she is having a baby.

2. **Minutes of the Previous Meeting 7.6.19**

These were agreed to be a true record of the meeting.

Matters arising:

Notice Boards – Ross does not control the Interactive notice board, but the PTA are welcome to put notices on the screen in the Library in reception. It was felt this would be pointless as nobody sees it.

3. **AGM:**

- It was agreed that Lisa Jukes would remain as Chair and Shelley Greasley as Vice-Chair of the PTA.
- Currently £383 in PTA cash tin (+ extra money from Pimms Raffle)
Action: SH to pay into PTA bank account.
- Mrs Sheen wants the PTA to work more closely with the School Council so everyone is working together as a Team.

4. **Signing of the Constitution**

The new PTA members to read and sign the Constitution.

5. **Fundraising Events 2019-20**

SH tabled a plan of Fundraising Events 2019-20 (see below).

We need to create a poster of dates and when refreshments are available.

Fundraising Events 2019-20			
	Autumn	Spring	Summer

Fundraising for School (PTA)	Christmas fayre	Talent Show EYFS & KS1/KS2 £1 to watch £2 to enter and watch 50p extra for snack Wed 1 st April 2020 Thurs 2 nd April 2020	Summer Fayre
Fundraising for Charity	Children In Need Fri 15 th November 2019	Red Nose Day March 2020	MacMillan Coffee Morning
Events for PTA to make profit	Fri 27 th Sept – Harvest (drinks only) Christmas Performances: UKS2 on Tues 10 th Dec LKS2 on Wed 11 th Dec KS1 on Thurs 12 th Dec EYFS on Fri 13 th Dec Possible: Awards Assembly on 19/12/19		

6. Children In Need 15/11/19

Discussed ideas to raise money for PTA and Charity:

- Children dress up (donations)
- Sponsored Danceathon:
Send in donation (limited amount)
Kids to dress up according to theme e.g. “spotty” or “dress-down”.
or we could just say “*dress to dance!*”.
No high heels.
- Colouring in posters of Pudsey and Blush.
EY/KS1/KS2 Prize for Best poster.
(there is a box of prizes in plant room we can use).
- Fill the Smarties Tube with pennies and classes do penny race in hall.
- Bake sale after school e.g. Pudsey biscuits – consider allergies.
After-school parents responsibility to be aware of allergies.
One class could do decorating the Pudsey biscuits.
Ask for Donations cakes/biscuits to sell.
Stall at front of school? Depends on weather ?use gazebo.
Stall at back of school in playground.
PTA to come in at 2pm to set up stall.
Ask for donations for cakes/biscuits rather than set prices.
Action: Ask Mike to set up gazebo.
Action: Get letter/text out to parents beforehand
- Assembly at end of the day to talk about Children in Need.

Action: SH to do letter and EL to do poster.

7. Harvest Festival on Friday 27/9/19

PTA to do refreshments (drinks) – all 60p.

8. **Christmas Fayre on Thurs 5/12/19**

What are school doing?

9. **Awards Assemblies on Thurs 19/12/19**

EYFS & KS1 at 9am & KS2 at 9.45am

PTA to do refreshments (drinks) – all 60p.

10. **Any other business**

Discussed buying a ‘friendship bench’ with money raised.

Money to go towards more benches/canopies.

SH showed picture of Standard Buddy Bench the children had voted for.

The idea is that the children sit on it if they need a friend and other children go to collect them from there.

Calendars and Christmas cards

Discussed making calendars and Christmas cards to sell.

If we want to produce them in time for Christmas we need to get designs by November 2019. SH said we may already be doing this in school.

Action: Lisa to look at details for this in the IQ sample pack she received.

Action: SH to ask Miss England if we’re already doing Christmas cards 2019.

Dates for Diary - Nativities:

UKS2 Christmas Performance on Tues 10th Dec 2019 at 9.30am and 2pm

LKS2 Christmas Performance on Wed 11th Dec 2019 at 9.30am and 2pm

KS1 Christmas Performance on Thurs 12th Dec 2019 at 9.30am and 2pm

EYFS Christmas Performance on Fri 13th Dec 2019 at 9.30am and 2pm

PTA Recruitment

Ask Mrs Sheen if PTA can do a recruitment event at the Parents evening.

Action: Liz to email “This is the PTA Slide Show” to Miss Littlewood.

We need to create a poster saying “We Need You” – and “Why?” we’re doing it.

Mention that we’re working with the School Council.

We could send out a letter to parents asking “Do you think you could spare a few hours?” and “If you’re interested, please see Miss Hill or Miss Littlewood.”

Advertise PTA Coffee morning every Monday morning.

Advertise PTA email address.

We would like to have a parent representing every year group.

School Book Club

Discussed School Book Club – this is already being done by Mrs Marsden.

School Food Bank

Can we have a Food bank collection point in reception? Discussed storage and it was felt that PTA would not be able to do this until they have some storage space in the container.

School Uniform Sale

Discussed doing a uniform sale next year.

Discussed asking for donations for Forest School. Some parents are not happy for their children to wear ‘spare clothes’ and this can cause problems for school.

11. **Date of next meeting**

Friday 8th November 2019 at 1.30pm in Teaching School or Mobile.