

## Draft Notes

### Parent Teacher Association (PTA) Meeting

Friday 8<sup>th</sup> November 2019 at 1.30pm – 2.30pm

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

Present: Lisa Jukes (Chair)  
Samantha Hill  
Liz Conboy  
Jennie Hall (In attendance)

Apologies: Shelley Greasley (Vice-Chair)  
Emma Hall  
Emma Littlewood  
Claire Hartley  
Rebecca Povey - resigned

1. Lisa welcomed everyone to the meeting.

We have been approached by two possible new members (Iffron, parent of reception child and Amani, parent of Yr6 and Yr1 children).

2. **Minutes of the Previous Meeting 13.9.19**  
These were agreed to be a true record of the meeting.

#### **Matters arising:**

Lisa asked if there was a date for ordering the benches? No date yet.  
Miss Sheen said no to the Foodbank idea.

3. **PTA Newsletter**  
Sam tabled an example of another school's PTA Newsletter/poster.  
We need to say what PTA have done and what they're going to do next and  
Advertise dates of upcoming meetings.  
**Action: Sam to send sample newsletter to Liz C**

4. **PTA Bank statement**  
Discussed the sign-in and out book in PTA's money tin.  
Sam had copies of bank statements and discussed financial situation and confusion  
arising because all Harvills Hawthorn accounts are with NatWest and money had  
been paid into wrong account by mistake. This is being sorted out, but Sam  
suggested PTA changing to Barclays Community account – they do £1 for £1 –  
whatever you raise they'll match it, and it would avoid any confusion in the future.  
**Action: Sam to set up new PTA bank account.**

5. **Home-made Food/Cakes at Fundraising Events 2019-20**

Due to Food regulations we are not allowed any home-made food for any event. PTA discussed implications. It was suggested we write “purchased at own risk” and give a list of all ingredients, but this is not in line with regulations. Definitely not allowed to sell to children, but maybe at other events, when supervised by parents, this might be ok.

Food handlers need to have Level 2 certificate in food safety.  
It was suggested PTA ask kitchen to make cakes for PTA to sell.

**Action: PTA required to wear gloves and use tongs for serving cakes.**

Harvills staff are donating pre-packed cakes for PTA to sell for Children in Need.

6. **Ideas for Future Events**

Discussed ideas for 2020:

- Afterschool events e.g. painting and activities for parents and children to do together.
- Sam suggested we look at other PTAs events to see what they’re doing.
- Get ideas from Parentkind website

**Action: Liz to send log in details to Sam.**

7. **New Code of Conduct Policy**

Please note everyone is expected to read and comply with this policy. In particular, on page 3, Behaviour that will not be tolerated, includes “sending abusive messages to another member of the school community, including via text, email or social media”.

**Action: Jennie to pass on copy of Policy to all members of PTA not present today.**

8. **Children In Need 15/11/19**

Children coming in “Dress to Dance”.

- Tables and Gazebos needed at front and back of school.
- PTA arrive 2pm to start selling at 3pm.
- Lisa suggested making buckets – suggest donations 20p.
- Harvills staff to bring in cakes by Thursday 14/11/19.
- In staff room Mrs Blakemore is doing cake sale for staff 13/11/19.
- Suggested emailing sponsorship forms to parents to save printing costs.
- Put envelopes/buckets in reception on morning to remind parents.
- Tabards would be useful at events with PTA on them – keep tabards in school. **Action: Lisa to send PTA logo to Sam.**

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

Sam gave list of stalls the school are doing. Each year group have chosen a stall and money they raise will go into school funds.

- Grotto in Forest School Hut (yr4)
- Christmas punch balloons (SEND)
- Reindeer Foodbags (nursery)
- Christmas cards (Yr1)
- Marshmallow snowmen (Yr2)
- Decorate a stocking (Yr3)

- Lucky cups (Yr5)
- Decorate baubles (Yr6)
- Guess the weight of the cake
- Face painting
- Chocolate tombola
- Christmas games

Money raised by PTA stalls will go into PTA funds.

Ideas include:

- Christmas wreaths for children to decorate with stickers 50p - Claire
- Grotto photos, but this would be a problem because no electricity point
- Refreshments – Lisa and Emma
- Snowman socks (£1 each) – Liz and Shelley  
(kids can decorate face with pen. Glue scarf beforehand. Try 20 – any leftover can be sold in school.)
- Raffle – sell throughout the week at other events too
- Suggested “hook-a-bauble” ?
- Suggested “pick 2 winning snowmen and win a prize” ?

**Action: Emma Littlewood to do posters.**

Sam has key to display boards if needed.

10. **Any other business**

**Actions:**

- **Posters**
- **Termly Newsletter by Liz C to reflect each term**
- **Sam to put newsletter on website**

After Christmas

- Book Donations for book sale. PTA will collect in and have stall at fair. The last book fair raised a lot of money for school. People can buy if they want to. Choose a day when people can come and buy books. Use school Hall – kids could come in with parents 8.30am – 8.45am – try one week Monday to Friday to start with, possibly January/February 2020. Advertise for donations.  
Kelly (Yr2 parent) would like to be involved.
- Recruitment drive at every event.

11. **Date of next meeting**

**Action: Lisa to look for mutually convenient date, maybe Wednesday after 10.30am.**