

Agenda PTA - Thursday 14th May - 12pm

Minutes

1. Welcome and introductions

Members present

- Nicola Cooke (Chair)
- Samantha Hill (Secretary)
- Michelle Phillips
- Aleks Earp
- Mel McCarthy
- Donna Sargent

2. Election of new Treasurer

The Chair informed members that the treasurer had resigned. Following a group vote Michelle Phillips was elected as the new treasurer.

Action - NC or SH to update relevant policy documents.

3. Update on Football match

The chair informed members that the football match had been cancelled due to the pitch not being able to be booked in enough time to organise the event. Also the PTA are members of Parentkind, separate insurance would have also needed to be purchased.

Action - NC to inform staff about the decision.

4. Circus - Wednesday 3rd June

The family circus night is going ahead on Wednesday 3rd June.

Volunteer roles:

- Sell tickets - NC - Tuesday 19th May to Thursday 21st May 8:30-9am and 3:30-4pm
- Set up (from 5pm) - NC, SH, MP, AE, MM
- Sell Refreshments - AE, MM
- Tickets on the door - SH, MP
- Raffle - NC
- Tidy away - Everyone

5. Frozen Friday

Frozen Friday will begin on Friday 5th June from 3-3:30pm.

Four volunteers will be required each week. NC, AE, MM, and DS volunteered to help. Members will also contact those not present to ask if they are available to assist. More members are needed for this to be as successful as last year.

Members agreed to charge 50p per ice lolly, the same as last year, as this proved both reasonable and successful.

SH has asked the business manager whether the new school fridge could be a fridge freezer so that the PTA can use the freezer compartment. This is agreed in principle and SH is awaiting confirmation of where the appliance will be located.

It was also suggested that the barriers be used to help organise queues.

Action - SH to inform members when the freezer has arrived.

NC - to display posters and purchase ice lollies when the freezer is available.

6. Summer Fayre

The summer is taking place on Wednesday 1st July - 3-4:30pm.

The chair confirmed that ABC Bounce will return having been successful over the past two years. They will provide:

- 1-2 rides
- 2 inflatables
- A food truck
- A donut van

The PTA will receive 20% of takings.

The chair asked members to approach local shops and businesses for raffle prize donations. If donation request letters are needed, members should contact NC or SH.

The chair asked for volunteers to help on the day. (See table below)

Additional members had already volunteered for this event before the meeting.

More members are needed for this event, helping set up and running stalls.

AM - 9:00 - 12:00	
PM - 1:00 - 3:00	AE, MM, DS,
After school (Run a stall)- 3:00 - 5:00	AE, MM, ME,
All Day - 9:00 - 5:00	NC. ME

7. Yr6 Leavers

The Year 6 leavers party will take place on Wednesday 15th July 4:30-6:00.

The PTA will not be required to stay for this event but support is needed beforehand.

Requirements:

Shopping - AE, MM

Balloons and Banner - NC

Set up - School staff

Action - NC to prepare a shopping list including dietary requirements.

8. A.O.B

Members were thanked for all their hard work and commitment to helping the PTA remain successful.

9. **Next Meeting**

To accommodate more members, the next meeting has been rescheduled to Thursday 11th June at 9am.