



Draft Notes of Parent Teacher Association (PTA) Meeting

Tuesday 2nd November 2021 at 10am

Virtually (by zoom)

Present: Lisa Jukes, Chair
Shelley Greasley, Vice-Chair
Liz Conboy
Nikul Jeram (new)
Alpna Jeram (new)
Samantha Hill
Jennie hall – in attendance

Apologies /
Did not attend: Claire Hartley
Samantha England
Emma Hickman
Nadine Holmes
Bob Monkman

- | | Action |
|---|---------------|
| 1. Welcome. Introductions for new members. | |
| 2. <u>PTA Code of Conduct Policy</u> | |
| Everyone to read and reply by email to Sam Hill to confirm they have read the document and agree to abide to the code of conduct. | All |
| 3. <u>PTA Display Board</u> | |
| Positioned outside the main office. Liz to update information for the display board and send copy to Sam. | Liz |
| Shelley asked if PTA are going to be able to do more this year. Sam responded that is dependent on what's happening with covid-19. We don't want to arrange lots of things and then have to cancel them due to an outbreak. We have been looking at things we can do, no matter what's happening with Covid-19. | |

4. Plan for 2021-2022

This year ...

	<u>Autumn</u>	<u>Spring</u>	<u>Summer</u>
PTA fundraiser for school funds New books, science garden/veg garden and young carers	<u>Christmas Raffle</u> w/c Monday 6 th December PTA will be holding a raffle outdoors for parents to purchase raffle tickets. The prize will be announced during the award ceremony.	<u>Read-a-thon</u> Children to be sponsored reading a book or an online book over a period of time.	TBC
Charity Fundraiser	<u>Children In Need</u> School Council will hold votes to see what theme the children would like for CIN day. Prizes for best in the year group.	<u>Red Nose Day</u>	?

Children in Need

School Council decided they wanted to wear as many colours as they can. Child wearing the most colours in each year group wins a prize, a prize for each year group.

Date is **Thursday 18th November** because Friday 19th is INSET.

Last year the money raised bought the defibrillators for school.

Prizes for Children in Need

Lisa has already put together CIN Book, Badge and Crayons (spent £40).

Christmas Raffle

PTA to set up table to sell raffle tickets outside the school building.

Winners will be announced in assembly 16th December.

Money raised will be used for school funds projects.

Decision: Raffle tickets £1 a strip.

Summer term

Waiting to see if we can do a summer fair.

Charity fundraiser for summer possibly Autism awareness or possibly young carers resources.

Two years ago we planned a talent show and it was cancelled when we went into lockdown.

Fundraising buckets are in Mike's cupboard; however, we don't need them because we will be using Just Giving Page for Children In Need.

5. **PTA Shed**

We need a lock for the shed door and then we can start storing things in it for PTA. We may need to get some shelving at a later date.

6. **Actions Going Forward**

- We need volunteers to sell raffle tickets (am and pm) for the Christmas raffle. To be outside the school building, every week from Monday 6th until Friday 10th December 2021. Winner to be announced in assembly Thursday 16th December.

Christmas raffle prizes ACTIONS:

1st prize – Lisa to do food hamper – budget £15

2nd prize – Shelley to do chocolate hamper – budget £10

3rd prize – Craft hamper – budget £8 (can Emma do this one?)

Action: Reimburse PTA for cost of hampers.

Action: Photograph prizes to go on website.

Action: Sam to ask for text message to go out to parents to let them know about the raffle

Volunteers to sell raffle tickets:

On KS1 playground – socially distanced.

Face coverings and gloves because handling cash.

Action: Shelley agreed to provide the gloves.

Action: Sam to provide the raffle ticket books.

	Am (8.30am – 9.00am)	Pm (3.00pm – 3.30pm)
Monday 6 th Dec	Liz	Shelley
Tuesday 7 th Dec	Lisa Liz	Lisa
Wednesday 8 th Dec	Liz	Shelley
Thursday 9 th Dec	Liz	Alpna Liz to set up & leave
Friday 10 th Dec	Lisa	Lisa

Christmas Productions Rota for Refreshments:

- Face coverings
 - Tabards
 - Urn is in Teaching School Room
 - Gloves
 - In the Hall
 - Money goes to PTA funds
 - **Action: Decision to be made 3/12/21 if going ahead so Lisa can do shopping.**
 - Keep it simple
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- **Action: Two people needed – ask Claire and Emma for help.**

Monday 6 th Dec at 2pm	Year 6 parents	Shelley
Tuesday 7 th Dec at 2pm	Year 5 parents	Lisa Liz Alpna
Wednesday 8 th Dec at 2pm	Year 4 parents	Nick Alpna
Thursday 9 th Dec at 2pm	Year 3 parents	Shelley
Wednesday 15 th Dec at 10am	Nursery parents	Shelley
Wednesday 15 th Dec at 2pm	Reception parents	Shelley
Friday 17 th Dec at 10am	Year 1 parents	Lisa Liz
Friday 17 th Dec at 11am	Year 2 parents	Lisa Liz

Christmas Productions - Dates to be shared.

We have made plans for parents to watch your child's Christmas production in year groups. Please find the dates of your child's planned performance below. If you need to book time off work, we would encourage you to do this in the knowledge that, if there is another outbreak, the live audiences will be cancelled and a video recording of the performance will be made available to you. Due to the nature of COVID19 and how quickly an outbreak can take hold, a decision to cancel the live performances may be made last minute. We will keep you informed as soon as we possibly can.

Event	Date
Year 6 'How Christmas Came to Be' Performance	6 th December 2021 2pm
Year 5 'How Christmas Came to Be' Performance	7 th December 2021 2pm
Year 4 'How Christmas Came to Be' Performance	8 th December 2021 2pm
Year 3 'How Christmas Came to Be' Performance	9 th December 2021 2pm
EYFS Nativity for Nursery parents	15 th December 2021 10am
EYFS Nativity for Reception parents	15 th December 2021 2pm
EYFS & KS1 Awards' Assembly - virtual	16 th December 2021 9am
KS2 Awards' Assembly - virtual	16 th December 2021 9.45am
KS1 Carol concert for year 1 parents	17 th December 2021 10am
KS1 Carol concert for year 2 parents	17 th December 2021 11am
Break up	Friday 17 th December 2021

7. **New PTA Members**

Nick and Alpa confirmed they do want to join the PTA.
PTA Members are asked to do what they can when they can.

If people on the PTA are not participating, then they will not be part of the PTA.

All PTA Members must follow the Code of Conduct.

8. **PTA Whatsapp Group**

Mrs Hill does not want to be contacted via this group about anything except for the PTA – all other school enquiries to go through the usual email address, info@harvillshawthorn.co.uk
If this group is not professional, Mrs Hill will delete it.

9. **PTA Logo**

Lisa to send logo to Mrs Hill.

10. **PTA Display Board**

Liz to do.

11. **Any other business**

PTA Members who have not attended today. Lisa will check if they want to stay on the PTA before sending them the minutes of today's meeting.

As we're not in school this year, it would be ok to ask people who are not PTA members to sell raffle tickets – Liz will ask her friend to help, and she will ask her to read the code of conduct before the event.

12. **Date of Next Meeting**

Tuesday 18th January 2022 at 10.50am (virtual tbc).

Agenda items for next year:

- Plan read-a-thon
- Autumn scarecrow/pumpkin festival
- Plan summer for Autumn - Carve and pay £1 to enter pumpkin competition
- Pay to enter scarecrow and pay to enter festival.