

Draft Notes

Parent Teacher Association (PTA) Meeting

Wednesday 15th January 2020 at 1.30pm – 2.30pm

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

Present: Lisa Jukes (Chair)
Shelley Greasley (Vice-Chair)
Emma Hall
Claire Hartley
Amani Shahin
Samantha Hill
Liz Conboy
Jennie Hall (In attendance)

Apologies: Emma Littlewood

1. Lisa welcomed everyone to the meeting.
2. **Minutes of the last meeting 8.11.19**
These were agreed to be a true record of the meeting.
3. **Book Sale**
We have enough books donated to hold a fundraising book sale.
PTA want to come in Friday 31st January in the afternoon to set up.
Keep it simple - £1 table, 50p table and 10p table.

In school hall or dance studio.

Action: SH to check if there are any clubs in the hall.

Monday 3rd – Friday 7th February 2020

Mornings 8.30am – 8.45am

Evenings 3.15pm – 3.45pm

Schedule for Support:

	Mornings 8.30am – 8.45am	Evening 3.15pm – 3.45pm
Monday	Amani, Liz and Shelley	Lisa, Liz, Emma and Shelley
Tuesday	Amani, Lisa and Shelley	Lisa, Liz and Shelley
Wednesday	Amani, Claire and Shelley	Emma, Claire, Liz and Shelley
Thursday	Amani, Liz and Shelley	Liz and Shelley
Friday	Amani, Lisa and Shelley	Lisa, Liz, Emma and Shelley

Action: SH to ask if Yr6 children are being released from different door that week.

Action: SH to send out letter to parents.

Action: LC to do poster for notice board to advertise.

4. **Talent Show Audition Dates:**

EY/KS1 Wednesday 1st April 2020 for one hour during school

Action: Liz, Lisa and Amani to attend.

KS2 Thursday 2nd April 2020 for one hour during school

Action: Liz and Emma to attend.

Children can do anything they want for their audition. Children will let their teachers know if they want to be auditioned. PTA will have a list and collect the children from their classroom.

Each phase to have different set of judges.

Suggestions for Judges includes:

Denise, Riverside

Rev Mark Wilson

Miss Sheen and Miss Soper

Action: Approach suggested judges to see if they're interested.

Costs:

Entry fees (per person, per act) £1.50

Treat Bags (simple and suitable for all children) £1.50

Deadline for requesting Treat Bags is Friday 20th March 2020.

Parents are not invited to watch.

5. **PTA Bank Account**

PTA are now banking with Barclays.

Issues with school money have been resolved and it's a lot easier now we can do online banking.

6. **Food Hygiene Certificate**

PTA are only allowed to make home-made food for the Summer fair and Christmas fair. Online Food Hygiene Course costs £10 per person. To be paid by PTA members themselves.

Interested? Lisa, Liz, Claire (gluten-free baker), Amani, and Shelley.

Action: All to confirm they want to do the course by end of January and give £10 to Lisa in an envelope so she can book places.

Shelley is attending 2-day First Aid course 16th and 17th January 2020 at Harvills Hawthorn Primary.

7. **Ideas for 2020**

Lisa and Liz visited the PTA at Sacred Heart Primary school to discuss what their PTA is doing. Interesting visit. One of the things they do is holding raffles and contact local supermarkets to ask for prizes to be donated.

Liz suggested holding an Easter Egg raffle and this was agreed.

Action: SH to ask if PTA can sell raffle tickets at Easter Bonnet parade.

PTA agreed to give any fundraising ideas to Lisa.

Action: SH to ask Miss Sheen exactly what PTA are allowed to do. For example, PTA not allowed to hold school disco, but are there other similar events PTA would be allowed to do?

Discussed each club needs risk assessment to be completed and a first-

aider on site. Discussed ideas for future events:

- Youth club
- Science Club
- **Action: Liz to give details of Fizz Pop Science to Mr Hill.**
- Spelling Bee
- PTA attend “Meet the Teachers” in September
- Homework club (with parents?)
- SATs Club
- Fundraising colour run
- Charity clothes bags are available for schools to fill – would it be possible to do an old clothes collection? Uniform is not allowed in the bags, but PTA could separate the uniform and sell the uniform at the end of Summer term.
- Claire said Amazon registered the PTA for “Easy Fundraising”, but not being used because people don’t know about it.

Action: LC to put details about Amazon “Easy Fundraising” on Newsletter.

Action: LC to update PTA Display Board.

Emma Littlewood holds the key for the PTA Display Board and will pass this on to Liz.

8. **Sport relief**

Monday 9th until Friday 13th March 2020.

Action: SH to ask HK (PE Co-ordinator) if she needs any help.

9. **Any Other Business**

Discussed plans for Summer term.

Agreed one Fundraising event per term only.

10. **Date of Next Meeting**

Wednesday 18th March 2020 at 1.30pm – 2.30pm.