



Minutes of the PTA meeting

Thursday 23rd October 8pm (via teams)

Attendance: Amanda (Chair), Gunter (Secretary), Sian, Shantonu, Niki, Wendy, Mrs Hulland

Apologies: Donna, Liz, Nadia

1. Tasks and Responsibilities

- a) Review list of tasks and responsibilities
 - a. School lottery – **Amanda**
 - b. Class Rep Management/Comms (Whatsapp Group or Classlist) **Sian/Amanda**
 - c. Mailbox Management – **Liz?**
 - d. Social media Twitter & Facebook **Shantonu/ Sian/ Amanda**
 - e. Website Creation (and ongoing maintenance) **Niki / Sian/ Gunter/ Amanda**
 - f. School Website PTA Page **Niki / Gunter / Amanda**
 - g. Classlist Promo/Upskill **Amanda / Donna/ Liz**
 - h. Shared Folders and access – **Donna?**
 - i. PTA Newsletter – **Gunter**
 - j. Agenda & Meeting Invites – **Amanda/Gunter**
 - k. Cakes Sales - **Wendy**
 - l. Preloved Uniform Sales - **Wendy**
 - m. Happy bags - **Wendy**
 - n. Application and renewal of Licences **Kirstern?/ Amanda / Gunter**
 - o. Banking - **Wendy**
 - p. Shed Order/Installation – **Amanda**
 - q. Sponsorship - **Shantonu**

- b) Allocate committee member responsibilities – The names next to the responsibility is the person who has been allocated that task. We discussed that although the task has a name next to it, it is not that person's job to undertake everything. Instead, with the support of everyone else, have overview and ensure that everything is on task

2. Disco

a) *How to manage sweets and drinks*

The amount of sweets that children are buying has been highlighted as a problem with the disco. One part of the problem is the sweets that are being offered and another is the amount of money the children have to spend. We discussed a token system and how

it would work practically. When looking at this we need to consider how to ensure that there is not a bottle neck created by children being given their tokens. Could we look at including this into the price of the ticket. This needs to be reviewed further and we decided that implementing it in time for Christmas Disco's would be unsuccessful. This needs to be investigated with the view of trialling at the March disco.

For the Christmas disco we intended to:

- When creating Classlist entry reiterate to parents that there are to be no notes and a maximum of £3 per child.
- Stop selling Lickers
- Reduce the current offering
- State that children are to have no more than three pounds

Follow up:

- Look at current offering and reduce options
- Research healthier alternatives and potential stockists
- Investigate a token system to use rather than cash. This will allow children a choice whilst reducing the amount that can be bought.

b) Review of toys and plastic use

Whilst reviewing sweets there have been a few concerns raised regarding the number of plastic products that we sell at the disco. It was agreed that this is a concern for the majority. The toys that are sold at the disco have remained unchanged for a period of time and changing them may inspire the children whilst being more environmentally friendly. It was decided that for the Christmas disco:

- Continue with Tattoos and glitter
- Lucky Dip to use left over toys with a view of removing them and replacing with a more environmentally friendly alternative

Follow up –

- Would it be possible to have a space in a classroom (maybe year 4) so that that making bracelets can happen in a lit room. Need to speak to LH to discuss options.
- AP to contact the DJ to find out if there are neon lights? AP to contact DJ
- SF to research potential items that can be used at the disco

3. Christmas

a) What are we going to do?

A raffle, mince pie and mull wine type event.

b) What do we have time to organise

We need to keep it low key. The staff are asked to do a lot at this time of year and asking them to do more is unfair. PTA suggested having one event after school.

c) Tasks and responsibilities

AP to email about having a space.

SF to send excel spread sheet of companies to be contacted

Organise date for non-uniform day

4. Dates for the diary

a) Review proposed meeting dates and agree

| Date | Location | Time |
|---------------------------|------------|--------|
| 8 th October | AGM School | 3.30pm |
| 24 th October | Online | 8pm |
| 14 th November | School | 3.30 |
| 12 th December | Online | 8pm |
| 16 th January | School | 3.30 |
| 13 th February | Online | 8pm |
| 13 th March | School | 3.30 |
| 16 th May | Online | 8pm |
| 10 th June | School | 3.30 |
| 8 th July | Online | 8pm |

b) Review potential dates (including:

Uniform sale - 28th February and 16th May

Easter Egg Hunt – Wednesday 2nd April? The children are starting to predict when it is going to be. We agreed that all those in attendance of the meeting were happy with this date. This needs to be proposed to school.

Happy bags – 26th November, 20th March, 17th July

Summer Event – Moved to future meeting

Future events – Mother's day etc. – moved to future meeting

5. Second Hand Uniform Shed

a) Update – School are happy with shed and slabs. Site needs to be measured for new slabs.

b) Plan to get installed – Send out request for help

6. AOB

Whatsapp – New members to be added to group

Constitution - This needs to be reviewed.

Banner – Update needed