

## Minutes of PTA Members Meeting Tuesday 4th July 2023 – 8pm via Zoom

### Attendees via zoom

Lucy Cooper – Co-Chair  
Danielle Brawn – Co-Chair  
Jean Liao – Treasurer  
Karin Adams - Bookkeeper  
Michelle King – Meeting Secretary  
Mrs Stray  
Helen Page  
Julia Milligan  
Lizzie Jones  
Martha Skotnicka  
Natalie Blitz  
Nicole Ho

### Apologies

Amy Leary  
Ayanna Blackstock  
Gizem Erdem  
Julie Fernandes-Tansley  
Karen Francis  
Lizzie Hodgkinson  
Sarah Boorman Fisher  
Sophie Ashcroft  
Tania Douglas

### 1. Welcome

- Apologies

2. **Approval of Minutes** - from previous meeting – minutes agreed.

### 3. Previous events

- **Quiz Night** – the event sold out, despite the last minute change of plan, changing to Bring Your Own (BYO) alcohol, due to an issue with the alcohol licence. The event was a success and many preferred the BYO option, it also meant less work, and people attending saving money, with simply paying a donation to BYO. We should consider BYO as an option at next year.  
The event raised £803, which was up on last year's takings. Thanks again to Rob Crick for doing the audio and Mike Davis as Quiz Master who made it a fun night.
- **Summer Fair** – was a really good event, was well organised and all the volunteers knew what they were doing, where they needed to be and when, which meant everyone could enjoy the fair and had fun.

The event raised £4,083, which was slightly down on last years, by about £200 but this may be due to outsourcing the BBQ.

There were some issues with the beer at the bar, which wasn't keeping cool, so something to review for next year.

All agreed it was worth outsourcing the BBQ, it worked well, and was good to have this along with the Waffle Van as food options over the lunchtime period. It was noted that we may lose money by outsourcing the BBQ, but this could be made up elsewhere, or by charging more for the pitch fees for the BBQ and Waffle van. There were the right amount of activities to keep all children entertained making it a lovely community event.

Using the recycling cups for the bar, kindly donated by Emma Mehmet, worked really well. Recycling bins at future events need to be more visible, along with more recycling options/facilities.

More back up card readers, to enable extra volunteers to help cover shifts when needed.

The card reader on the entrance desk worked really well and meant people could move through the queue quickly.

Year 5 obstacle course was well received and a huge hit.

All agreed for future events the need to have one big gazebo for shade would be useful, need to factor this into the planning and setting up time.

Huge thanks go to Karen Francis for helping to organise the fair this year as well as her invaluable support of the PTA since her family joined the school. Thanks also go to Lucy Cooper, Helen Page, Jean Liao, Karin Adams, Natalie Blitz and all our volunteers. Thanks also for silent auction prize. If we run the silent auction again next year, we need to promote this more in advance to generate more involvement and higher bids.

#### 4. Upcoming events

- **School Open Evening** – to celebrate the 10th anniversary of the school opening, the school are holding an open evening on Thursday 13 July between 5-7pm. The PTA will help with light refreshments.
- **Welcome Packs** – the PTA will look into providing Welcome Packs to all new Reception children joining on 4th September 2023. The PTA will speak to Julie Fernandes-Tansley to see if she can help again, along with a couple more volunteers.
- **Christmas Cards** – we will need to start thinking about this ready for September, and we need a volunteer to coordinate the admin of this.

- **PTA coffee morning** – we are looking for volunteers to help run the next PTA coffee morning and pre-loved uniform sale in support of MacMillan Cancer Support on Friday 29th September and to put in place an ongoing rota. Please speak to the PTA if you can help. Helen Page will confirm this date works for the pre-loved uniform sale.
  - **Transition day** – the pre-loved uniform shop will be on site, on Thursday 13 July, please come along to stock up on next year's uniform needs. All sizes available. We will confirm at the next meeting how much we have raised from the pre-loved uniform sales.
  - **Lolly sale** – there will be one more lolly sale taking place on Friday 14 July. Lolly sales so far have raised £269.
  - **Halloween Disco** – will be on 19 October, date subject to availability with DJ Mole.
  - **Crazy hair day** – will be back on 20 October. The event is easy to run and popular.
  - **Christmas Fair** – potentially 2 or 9 December (dates tbc). We will be asking for volunteers to help organise the event and will need a Christmas Fair Lead to help lead the organisation of this event alongside a group of volunteers. Please watch out for requests for volunteers next term.
5. **easyfundraising update** – we have used easyfundraising to help support the purchase of books for the school. Next term Mrs Stray would like the focus to be on Computing. The school is becoming well known as a school for music, and to add to this, we want to be a school known for its focus on Computing. Mr Bushell is taking the lead, and would like to run coding workshops for all students, is planning an open day where everyone including parents will have an opportunity to try coding, programme a robot, and learn AI. More information to follow.
6. **Wishlist**
- Ticked off a number of smaller items, including the plants in the playground.
  - The Air conditioning is in, and has been very well received on the odd hot day we have had so far.
  - Next year's focus will be on music and sport, and we have agreed to support the enrichment activities in these areas.
7. **100 Club**
- 1st prize – no' 73: Michelle King
  - 2nd prize – no' 44: Laura King
8. **Recruitment** – our current PTA Co-Chairs Lucy and Danielle will step down in their role as planned at the end of their 2 years in December. We are therefore recruiting for a new Chair or Co-Chairs, if you are interested in the Chair or Co-Chair role and would like

to gain invaluable experience in event planning and management please speak to Lucy or Danielle.

Jean Liao, Karin Adams and Michelle King will continue in their roles.

We are always looking for more volunteers to help run our amazing PTA and the events we run for the school, if you want to help but don't feel you can give lots of time, there are plenty of ways in which you can get involved.

## 9. AOB

- Ideas for future PTA events;
  - More adult activities – easy to organise and fun for parents to get together
  - Activity focused walk – kids and adults enter and raise money, similar to Globe Running, an event where you walk the globe, tracking where you have ran/walked, ticking off famous landmarks all from your local park, garden, and recording your times on Strava. Great way for children to learn about different places around the globe and supporting their learning in geography. Jean Liao will look into this and will update at the next PTA meeting.
- Big thank you to all those involved in the PTA and their hard work over this past term, thank you, we really couldn't have done this, and raised the money we have done for our school without you.
- **Next PTA meeting** – Tuesday 26 September 2023