

# PTA MEETING MINUTES

Date of meeting:	Tuesday 14 <sup>th</sup> November 2023 19:00
Chair of meeting:	Claire Bowen
Minutes taken by:	Zoe Sample
Attendees:	
Mr Cunningham Zoe Sample Victoria Chapman Becca Lynch Kev Mills Maria Chivite Barron	Shelly Boyle Rhia Fearn Claire Bowen Dean Malvenan Steph Burdon
Apologies:	Rhia
Last meeting date:	Tuesday 17 <sup>th</sup> October 2023

## MINUTES:

### 1. EGM Meeting

Dean remaining from Association Committee and Parent Kind

4.1 - Excludes Faye Russell being a member

8.5 – We can make Faye Russell a patron – Claire to ask if she would like to become one

All voted in and agreed Parent Kind Constitution

### 2. Outstanding actions from previous meeting

- a. Martyn Ford has agreed to some funding but can not confirm how much at the moment
- b. Template meeting Events  
Lead – Agreed budget – Get signed off from committee member.
- c. Voted and agreed not to take pet insurance for the school pet.

### 3. Treasurer Update

May need to find a new bank to allow committee to do online banking.

To find a bank that does a charity account.

- Bank account - £2740.96
- Petty Cash - £811.67
- Total - £3552.63
- Card Sales Bonfire Night - £357.53
- Income School Lottery - £43.00
- School Garden Donations - £70.00
- Christmas Panto Funding - £300.00
- Tens Licence £21.00
- Halloween Profit - £88.00
- Bonfire Night Profit - £297.00

Bonfire night stock left over:  
60 sweet bags at £2.50 each to sell at £1.50  
150 fruit shoots

#### **4. Christmas Fayre**

Donation for raffle November dress down day  
Becca/Shelly Treasure Hunt  
Refreshments – Mulled Wine, Hot Chocolate, Baileys Hot Chocolate, Coffee Tea, Fruit Shoots  
Vicki to purchase, Zoe and Jo helping on stall  
Tens Licence 3:20 – 8:00pm  
To be out of the hall by 6:30pm  
Can have the hall from 1:00  
Clean up team needed to help clear up hall and outside  
Claire to ask Jonathan if fire safety is covered with the hall fire safety  
Mrs Pepper to check if plugs for outside need PAT testing  
Cake donations needed with refreshments  
Shelly to inquire about the church games  
Grotto – Steph reading stories dressed as an Elf  
Gazebos over craft store, making letters to Santa and post box  
Becca to sit outside at craft table to give out sheets and back to collect coins  
Tote bags in progress  
Advertisement – Rhia to create poster  
Poster to be put on Egginet  
Children to sing songs as soon as they come out of school  
Calendars to be made at school and sold at a stall  
Candy Cane Stall  
Christmas jumper donations and second hand toys

#### **5. Future Events**

- i. X2 Film nights, Disney and Amazon and refreshments – March and Summer term, TBC
- ii. Valentines Disco – Thursday 15<sup>th</sup> February, TBC
- iii. After School Easter Bingo – Friday 22<sup>nd</sup> March, TBC
- iv. After School BBQ and plant sale

#### **6. School Funding Requests**

Panto - £300.00  
Hatching of Chicks  
Display board (Eva possibly help through her workplace) and outside black board  
Remaining funding for books £700.00 reading scheme Yr2 -6

#### **7. Future Actions**

Plaque to be made of names from donations received.

#### **8. Agreed date of next meeting**

Tuesday 16<sup>th</sup> January

