

PTA MEETING MINUTES

Date of meeting:	Monday 7 th November 2022 19:00
Chair of meeting:	Corinne Waters / Vicki Chapman
Minutes taken by:	Marie Chivite Barron
Attendees:	
Mrs Jones Shelley Boyle Victoria Chapman Dean Malvenan Emma Malvenan Humayun Zulfiqar	Marie Chivite Barron Corinne Waters Colin Barron Jo Whitmore Steph Aitken
Apologies:	None received
Last meeting date:	Monday 7 th October 2022 (AGM)

MINUTES:

1. **Agree notes from previous meeting (AGM – 7th Oct 22)**

All had a copy of the previous notes from the 7th October, no questions raised.

2. **Treasurer Update**

- Dean provided an update on the Bank Account transferring hands. Dean attended the Burton branch on 20th October and has kicked off the process of moving signatories over to the new Chairs and Treasurer (Corinne, Vic & Dean).
- Shelley remaining as signatory and supporting setting up of new signatories with Dean. Working with a contact at Natwest to resolve issues faced.
- Confirmation of fund position to be presented at December meeting – subject to Dean getting access to the bank account. New processes introduced to ensure audit trails etc.

Bonfire Night Financials:

- Dean provided an update from the Bonfire event and a healthy £560 sales were made, with a **profit of £285**. We have some products leftover that will be held in stock for future events.
- Dean itemised which products raised the most money – this was sweets (adjusted to reflect actual cost).
 - *For 2022, the sweets were donated by Vic and Michael Chapman – Dean thanked them for their support this year – a £72 contribution, with over £150 sales revenue.*

Coffee Morning Financials (Celebration assembly):

- The Coffee morning raised £72.35, which after costs of £(27.65), produced a **profit of £44.70**.
- The PTA team agreed it would be great to do more of these in the future – TBC.
- Corinne mentioned that the uniform donations was not very successful with just one sold.
- Corinne has stored the remaining uniforms in her house.
- It was suggested that the uniforms will be put out in the celebration assembly at the end of term – if there is limited interest, then we may need to look at whether this is something that the school community still require or whether the clothes can be donated to charity.

3. **Christmas Plans**

Corinne ran through our options for the upcoming Christmas period.

a. Secret Santa

- Miss Funnell looking to purchase coasters – slate/wood.
- Each class will design a coaster and the cost will be £100-150 total. Mrs Jones advised that the presentation of the coasters should be improved for parents.
- Agreed for Miss Funnell to proceed and provide Dean with receipts for payment.

b. Annuals, Santa Visit / Christmas Party at School

- Notebook and pen option to be added to the list incl. annuals. Jo to confirm to Mrs Pepper the list of options to go out on ParentMail in the next week.
- Christmas Party – 20th December
 - Faye's Dad has confirmed as happy to dress up as Santa again this year.
 - PTA to provide sweets, chocolate, and squash.
 - Pass the parcel for each class – selection box was originally agreed but upgraded to £5 per price for the winner.
 - How many people are in each class – Mrs Jones to confirm so we know how many layers to do on pass the parcel for each class.
 - Teachers will provide music – no requirement for external support.

c. Raffle

- It was decided that there would be 3 hampers, any excess donated would be used for the tombola.
- Nestle and Coors may be able to donate – Vic Chapman to drop an email to them.
- Corinne to drop a note out on Facebook to see if we can get additional support.
- Dean to look at licencing/insurance and buying formal raffle tickets.

d. Film Club

- It was agreed to not run a film club at Christmas due to the number of events coming up at the school – Mrs Jones recommended we run one in the Spring term.

e. Christmas Dinner / Christmas Jumper Day

- Confirmed as 14th December.
- PTA Provide Christmas crackers for the day – Action to be confirmed who picks this up.

f. Christmas Fayre (Carols and refreshments)

- Friday 9th December – 3-4pm.
- Childrens carols kick it off → 3pm start.
- Several stalls at the event will require PTA support please:
 - Bottle tombola
 - Lucy Dip
 - Cakes
 - Refreshments/Drinks
 - Hoopla game
 - Roll the ball game
 - 2nd hand toys/books
 - Glitter tattoos

- It was discussed that potentially the YR6 children could run some of the games at the event – a rota would be required so they could enjoy the other stalls / event too.
- Corinne is looking to donate toys to the event from the late toddler group that are left over.
- Mrs Jones requested funding support for the Christmas calendars that will be sold at the event too – approved by Dean, please proceed to purchase.
 - Parents will be able to pay for the calendars which will be hung up in the main hall at the event – there will be a small funding box provided for donations – recommend £1.00 to cover the costs.

g. Egginton Christmas Cheer

- The PTA won't be able to support this event this year as the organisers have awarded the event to the WI.

4. Lottery

- There was no update on the Lottery as Jo had to drop off the call.
- Dean asked where the funds for the Lottery go, it was confirmed by Jo via Shelley that they go directly into the bank account.

5. Future Events

The PTA briefly discussed future events to which can be discussed at the next meeting to include:

- Film Club after School
- Valentines Disco

6. Funding requests from the school

Approved: 14 x Football kits with school emblem - £104.00 – 50% approx. to be funded by PTA. Mr Bannister to proceed.

Approved: Calendar tabs – Cost £15.00 (School to purchase).

Approved: Crackers – Cost £50.00 (to be sourced by PTA: Corinne).

Approved: Pantomime – Cost £580.00. To be paid by school and claimed back from PTA funding.

Approved: Secret Santa purchases – Cost £100.00–£150.00 (School to purchase).

Year 5 + 6 trip cancelled – was being priced up at the last meeting.

7. AOB:

Shelley to provide Dean with the email address and login for the PTA email account.

8. Agreed date of December meeting:

It was agreed at the meeting that the next meeting will be held on Monday 5th December at 19:00hrs.

END