



PTA Meeting Minutes – 28.2.2024

Date:	28 February 2024
Venue:	The Blenheim Pub
In Attendance:	Anne-Marie Carlin, Louise Druce, Sarah Aldridge, Louise Dennis, Sarah Smith, Ellie Sillince, Will Brown, Shelley Illingworth
Apologies:	Matt Tarrant, Elle Vellacott, Claire Butler, Leigh Ann Herman, Emily Hogg

Item	Subject	Action
1.	Welcome Anne-Marie welcomed everyone to the meeting	
2.	Apologies Apologies were received from Matt Tarrant, Elle Vellacott, Claire Butler, Leigh Ann Herman, Emily Hogg	
3.	Approval of past minutes All actions were confirmed as having been completed, and the minutes were approved by Louise Druce and Anne-Marie Carlin.	
4.	<p>Recent Events</p> <p>Crazy Hair Day Another successful event in the PTA calendar. £348 raised. Will suggested that some children might have the money in their pockets or book bags and forget to give in on the gate so a reminder to them at some point during the day from their teacher would be useful.</p> <p>Smarties Fundraiser £605 profit for the PTA. Timing works well for the event over half term and great that it encourages helping out at home. ASDA offered to donate the smarties but too late for the event. Anne-Marie will make the request before Christmas this year for 2025.</p> <p>Music Evening This is not a big event for the PTA but the bar is enjoyed by the adults and children that attend the Music Evening, and a nice complement to the evening.</p> <p>Cushion Club The event this year had 2 parent volunteers and 3 teachers (2 are also parents) and was the first time the school hosted a 'double screening' on the same day.</p>	<p>Louise Druce to raise suggestion with teachers.</p> <p>Anne-Marie to liaise with ASDA regarding event next year.</p>

	<p>Feedback was very positive and there was a discussion regarding whether any more Cushion Clubs would be hosted this year. There is the option to do on a Friday evening after 4.15pm and on Saturdays. Additional volunteers are required to support future events.</p> <p>Wine with Woody The team thanks Sarah Aldridge for leading the event this year. Everyone who attended enjoyed it and many stayed after the event to continue drinking. Louise Druce suggested that next year the bar should open 30 mins earlier and/or David Woodall should start 30 mins later to enable attendees time to have a drink and a chat beforehand. Suggestion also only to sell bottles and not wine by the glass. Sarah stated that not all tickets were sold and next year the PTA should look to promote the event further.</p>	
5.	<p>Financial Report</p> <p>Matt had provided a new brilliant summary format which will be used to record each PTA event. This shows the amount in the PTA current and savings account and also a break down by event.</p>	<p>Matt Tarrant to provide new format report at future PTA meetings.</p>
6.	<p>Upcoming Events</p> <ul style="list-style-type: none"> • Sunflower Competition – the sunflower competition went live this week. Ellie is working closely with Louise Dennis this year with the plan to lead the initiative next year. • Quiz Night – Matt Tarrant is finalizing costs for the event. The letter is due to go out on 1st March. Louise Druce advised that Mrs Vidal and Mrs Williams will once again support the event. • PTA Disco – Shelley Illingworth is leading this event and planning is well underway. Letter to parents to be issued imminently. • Easter Challenge – Shelley Illingworth is coordinating this event and all the chocolate treats for the children has now been bought. There was a suggestion to take photographs of the various activities done by the children in different year groups to publicise to parents in the PTA Newsletter. As this event is done at school, and at no cost to families, many do not know or appreciate what it involves so it will be helpful to explain. • Easter Raffle – Leigh Ann Herman will lead again this year. Letter will be issued once PTA Disco and Quiz Night letters released. • Colour Run – Will Brown and Scott King are leading this event this year. They are finalising costings prior to issuing the letter. Will and Scott have been liaising with suppliers including the butcher to understand if there are any material price increases this year. Reference to be made in the letter to alumni or neighbours etc. who might wish to join the event. 	<p>Matt to confirm letter for issue.</p> <p>Louise Druce to approve letter for issue. Louise Druce to request photos of the Easter Challenge. Louise Dennis to include these and some commentary in the next PTA newsletter.</p> <p>Will Brown and Scott King to confirm costings and send letter to school for issue.</p>

	<p>Additional bin bags needed this year as there weren't enough last year.</p> <ul style="list-style-type: none"> • Big Camp – currently no volunteers have come forward this year to lead the big camp. This will only happen if there is a team to lead it. 	<p>Louise Dennis will highlight event in newsletter.</p>
6.	<p>Spending Plans</p> <p>Louise Druce updated the attendees on the plans for the next installments for the Path of Adventures. This includes a 'bridge' installation on the mound and two large sandpits. She showed the images mocked up by the proposed supplier. The total cost was c£70k so the recommendation is that this work is done in phases. Louise Druce is consulting with Tracey Murrell's family regarding the proposals as the next installation will be dedicated to Tracey.</p>	<p>Louise Druce to progress discussions with supplier regarding phases of work.</p>
7.	<p>AOB</p> <ul style="list-style-type: none"> • Volunteers required. The PTA are still looking for a Secretary and Newsletter Editor to support the team. A request was made in the last newsletter, and will be repeated in the upcoming one. • Dropbox tidy up. Louise Dennis has reviewed the Dropbox and tidied up the file system. It is a very useful resource for existing volunteers to share information and for new volunteers to understand past organisation. The team discussed a recommendation that after each event there is a checkpoint that the Dropbox is updated. • Shed Tidy Up. The shed needs a proper clean and tidy up as there are rats living in it currently. Meeting attendees agreed that the shed needs to be tidied after each event (the day after if needed) to leave it clean and tidy for the next event. A stock take must also be performed to enable an accurate financial account of the event to be made, including what stock was used versus carried forward. • Happy Circus. The PTA would like to host this event at the school. It was received very favourably the last time it came. Update on planning and potential dates needed. • PTA Events. It is useful if we have a few people who can use PTA events. Louise will organise training for anyone interested. 	<p>Louise Dennis to include request for volunteers in next newsletter.</p> <p>Recent event organizers to ensure key documents are added.</p> <p>PTA to organise shed tidy up.</p> <p>Event organisers to ensure shed is clean and tidy after event and stock take is performed after every event.</p> <p>Anne-Marie to provide update.</p> <p>Louise Dennis to offer PTA events training.</p>
8.	<p>Date of the next meeting</p> <ul style="list-style-type: none"> • Wednesday 1 May 2024 	