

PTA meeting 12th November 5pm

Present

Lisa Draper- School
 Emma Wardle- Secretary
 Rebecca Holt- Vice Chair
 Suzanne Pierce- Ex Chair

Apologies

Vanessa Matthews- Treasurer
 Michelle Butler- Chair
 Claire Pemberton- Vice treasurer
 Matthew Kelly- Parent
 Jenna Eaton- Parent
 Jordan Bennetto- Parent

Agenda	Minutes	Actions
Autumn Art Exhibition	<ul style="list-style-type: none"> Exhibition was a success- however only 16 entries. Winners received a gift and they were celebrated in assembly. Maybe don't give them as long to complete as some children had forgotten. 	<ul style="list-style-type: none"> Going forward maybe each child has one KS1 vote and one KS2 vote. Reduce entry fee. £1? Head pupils to collect entries in from each class and promote it more in school. Share some entries on the dojo to encourage others to participate.
Bank forms	<ul style="list-style-type: none"> Forms with the bank are now all signed. 	
PTA committee and subscription	<ul style="list-style-type: none"> Chair has been ordered and it cost £447.21 Easy fundraising account has been set up. This is to raise money for a shelter in the courtyard as this is what the children voted for. 	<ul style="list-style-type: none"> Rebecca to send the link to Jackie and share with staff and parents on newsletter and Dojo. No invoice from Orian. Will action at next meeting.
Responsibilities for PTA	<ul style="list-style-type: none"> Ensure all ideas and events are signed off by Mrs Draper and Michelle. Everyone must sign into school when they enter and sign out when they leave for safe guarding reasons. 	<ul style="list-style-type: none"> All requests from school for PTA need to go through Mrs Draper/Michelle and then these can be added to the agenda for the next meeting.

	<ul style="list-style-type: none"> • Within the PTA have sub-committees so that roles and responsibilities can be split eg Christmas/Easter team. 	<ul style="list-style-type: none"> • Ensure everyone signs in and out of school. • Ask for volunteers to help run the Christmas events.
Parent Governor position	<ul style="list-style-type: none"> • Discussed the position of parent governor. This would involve meeting once a half term on Monday mornings 8am-10am. 	<ul style="list-style-type: none"> • Is anyone interested in the position? They can speak to the current Parent Governor- Kevin Meredith.
Christmas ideas	<ul style="list-style-type: none"> • Christmas Extravaganza is being held on Thursday 19th December. We are going with the Winter Wonderland scene. • It needs to be set up in the Year 6 classroom. Suzanne has photos from previous years. 	<ul style="list-style-type: none"> • Need volunteers to help set this up on Wednesday 18th Dec. Ideally 3 people. Suzanne has volunteered so far. • Need volunteers to take everything down on Thursday 19th Dec. Ideally 3 people. Emma has volunteered so far.
Organisation of PTA cupboard	<ul style="list-style-type: none"> • Everything needs to come out of the cupboard to see what is there. • Go through and decide what's useful and what's not. • Donate the Harvest box of resources to school. 	<ul style="list-style-type: none"> • Write an itinerary of resources. • Purchase some boxes and organise resources into themes eg Christmas, Easter. • Ideally this needs to be done on a dry day so that everything can be taken out to see what's there.
Pop up shop/donate items	<ul style="list-style-type: none"> • Suzanne has said there are lots of items that could be sold to raise money for the PTA. • Items such as wrapping paper, bows etc • Suzanne will have a look what's available. 	<ul style="list-style-type: none"> • PTA to donate items to school/church
Christmas Disco	<ul style="list-style-type: none"> • A disco has been planned for Thursday 12th December. • KS1 disco will be 4-4:5pm • KS2 disco will be 5-5:45pm • Lisa has suggested dismissing KS1 at one door and then allowing KS2 to enter via another door. 	<ul style="list-style-type: none"> • Need around 10 volunteers for each Disco on Thursday 12th December. Could a message go out via Dojo or newsletter? • Emma and Becks have volunteered for KS1

	<ul style="list-style-type: none"> • Price will be £3 and this includes a drink and biscuit. • We were thinking a biscuit stall where the children decorate with icing and sprinkles. • Parents will pay cash in an envelope with child's name and year group on. This will be handed into the school office. • DJ- Year 6 children will DJ for the KS1 disco. • Parent or Staff member to DJ for KS2 disco. 	<ul style="list-style-type: none"> • Lisa has volunteered for KS2 and will ask school staff too. • PTA will need to collect money, count and bag it up. • Would need a volunteer to man the biscuit stall.
AOB	<ul style="list-style-type: none"> • Thanks Michelle for the cakes- they were delicious! The rest of them have been put in the staffroom. 	