



Minutes of PTA meeting on Thursday 3 November 2022

Present	Apologies
Charlie Davison	Coral Atkinson
Lizzy Mills	Kelly Thomas
Nicola Winder	Gemma Cook
Gemma Martin	Anna Coombes
Philippa Mustoe	Barry Mills
Megan Taylor	Emily Collie
Helen Worden	
Sally Basterfield	
Sophie Hartley	
Liz Shaw	

1. Minutes and actions from the AGM on 6 October 2022

- Kate Horner Ashworth has confirmed she is doing the Christmas cards this year. The children have designed them this week and the proofs will be available in the next two weeks.
- The minutes were accepted as an accurate record.

2. Halloween wash up

- The total profit from the Halloween party was £682.44.
- Some parents dropped their children off and didn't stay, despite the flyer making it clear this was not allowed. This is a safeguarding issue and more must be done next time to avoid this happening again.
- If a parent is not accompanying their child, the organisers must be given the name of an adult who is present and has agreed to take responsibility for them.
- We need to be stricter next time about children congregating unsupervised in the toilets and kitchen areas.

3. Upcoming events

- Christmas shop on 12 December – We still need gift donations. This is mentioned in the PTA newsletter, which will go out with the weekly update on Friday. People will be encouraged to pay in advance – cash or card will be accepted.
- Reception and Class 1 nativity on 16 December – Helen is leading on the refreshments.
Action – Barry to buy mince pies, mulled wine and milk.

- Valentines party on 10 February – This is on the last day of the half term. Gemma Martin is leading.
Action: Charlie to book Dance Matt for both the Valentines and Halloween parties.
- Class 2 performance on 29 March – Charlie is leading on refreshments in the afternoon.
- Fish and chips bingo in April (date TBC) – It was agreed that bingo would be easier to organise than a quiz. It was suggested that Coral and Vicky lead as they have both done the event before.
- Grandparents' afternoon on 26 May – This was originally planned for 27 February in the Village Hall, but it was decided that holding it on the last day of the half term when the weather is better might enable it to be held in school utilising the outdoor space.
Action: Charlie to ask Miss Calvert if Grandparents' afternoon can be held at school on 26 May.

4. Monthly cake / sweets / ice cream stalls

- These have been a bit hit and miss so it was agreed it would be good to have a regular date.
- Once a month was thought to be too frequent so it was decided that it would be on the last day of every half term.
- Not all parents have cash on them so there should be the option to pay by card.
Action: Barry to check the PTA card reader works in the playground.
- A tray of 12 Crispy Creams can be bought for £7.50 and can be sold individually for a profit. They would have to be collected from Leeds but any parents who work in Leeds could potentially collect them. It was agreed this was worth trialling.
Action: Charlie to call the company to ask how many trays they would recommend for a school of our size.

5. MUGA (multi use game area)

- The PTA profit from the last Scotton Feast has not been received into the PTA account as it is being held in a central pot to put towards the MUGA.
- At the AGM, Miss Calvert said that the greater priority for the school is a permanent outdoor cover for the Early Years classroom. This will cost in the region of £20,000 – the school is contributing £10,000 for this and the PTA has applied for a grant from the council for another £5,000. Assuming the grant application is successful, the PTA would need to raise the remaining £5,000, which everyone thought was an achievable amount.
- All those in attendance were in favour of having the PTA's share of the Scotton Feast profit in the PTA account, even if it ends up being donated towards the MUGA at a later date.
Action: Vicky to facilitate the transfer of the PTA share of the Scotton Feast profit to the PTA account.
- In order for the PTA members to vote on whether to contribute towards the MUGA fund, we need to know the timeframe for it, what the total fundraising target is, the amount the PTA would be expected to contribute, progress towards the target so far and the plan for raising the rest of the money. It was thought that Vicky could provide this information.
Action: Vicky to provide full details in relation to the MUGA fundraising so the PTA can vote on it.

- Other fundraising ideas were briefly discussed, which included a sponsored colour run, a talent show, a movie night and a non-uniform day (after January).

6. Christmas prep – books and cards

- This year, the teachers are choosing a specific book for each child, which the PTA will gift wrap and pay for.
- Miss Calvert is looking into hiring a Santa to give the books out.
- Arnya has been collecting school uniform items for a second-hand uniform stall and it was suggested that Christmas jumpers be included to save parents having to buy new ones. The stall should be held before Christmas Jumpers Day, which is on 8 December.
Action – Arnya to confirm the date of the second-hand uniform stall (ideally to be held w/c 21 November).
- Parents will be asked to pay for items by way of a discretionary donation.
Action – Year reps to put a message out asking for donations of uniform and Christmas jumpers.

7. AOB

- Movie night – It was suggested that we look into holding this in January, ideally in the school hall with a few teachers staying after school to supervise it. It could be held on two consecutive Fridays – one for younger children and one for older children with age-appropriate films for each. Tickets could be sold which include popcorn and a drink.
Action: Charlie to ask Miss Calvert if a movie night is possible.
- PTA Constitution – This sets out the rules for how the PTA operates. It must be updated every three years and is at least one year overdue. It is a requirement of the Charity Commission. Vicky has offered to help with this.
Action: Charlie to update the constitution with Vicky.
- PTA Welcome Pack – The content of the old pack has mostly been updated but may require further updates to reflect some of the new activities. Committee members and year reps need to provide a photo of themselves for the membership page. It was agreed it should be included in the information pack that will be given out to next year's reception cohort at the stay and play sessions in July, subject to Miss Calvert's approval. Sally volunteered to help with the formatting of the photo page.
Action – All committee members and year reps to send Lizzy a photo of themselves to be included in the welcome pack (via Whatsapp is fine).

Date of next meeting – 7:30pm on 12 January 2023