



PARENT TEACHER ASSOCIATION MEETING MINUTES

Primary School 6pm, Wednesday 16 March 2022

Present: RB / S TG / NT / S? / DR / AA / LW / LM Apologies:, LL

Agenda	Comments/Actions	Who	When
Previous actions reviewed	Find out what happened to the money left over from 200 club – where is it?	EW	All by next meeting unless specified
	Steph to get her husband to do the Quiz question (6 rounds)	S	
	Rachael to compare the quiz	RB	
	Somebody to contact Papa Johns to ask for Pizzas for the quiz night	?	
	Look into getting kahoot account for the quiz	DR	
	Look into setting up a termly secondary Quiz on Kahoot - £1 entrance.	NT	
	Grow £1 – Need to get it set up for this year (Johnathon Downs – Nick to speak to him)	NT	
	Speak to Louise about PTA email - logins	AA	
	Steph is going to lead the uniform sales – plan termly dates	S?	
	Need to email all parents with a drive for more attendees on the PTA. Primary version and secondary version. Needs distributing through school email Create a post for facebook – ‘We need your help!’ Need better info sent out to new parents about facebook groups / events etc	DR	
	Post more regularly on the facebook page to show what the PTA have spent money on.	DR/AA	
	Organise a fancy dress sale / nativity outfits / dress up day outfits from school	S?	
	Tuck shop – Karen used to run this – speak to her to see if this will be picked up – see if we can get a parent to own this.	RB	
	Cake sales – 1 year group each month – make the cakes and then sold on a Friday. See if we can get somebody to own this.	RB	
	Set up a PTA Teams page to upload meetings	DR	
Amy find out where the previous meeting minutes are.	AA		
Action breakdown for PTA has to be on the School website – need to find out what exactly it is that they need to see (Nick to find out)	NT/AA		
This years treasurers report needs filing by the end of July for charities commission (Sally to speak to Liz)	LL	End of July 2022	

200 club	<p>EW happy to lead on 200 club. Still no access to bank accounts. Need to Start a fresh club.</p> <p>The bank account linked to the PTA 200 Club cannot be accessed by any current PTA or Staff, EW has spoken to the bank and we understand the three Signatories on the account are listed. None of the above people are known to the current staff of St Peter's.</p> <p>Bank statements are still being received by MF and passed on to EW but MF has no authority over the account. We would like to propose that the current signatories are fully removed from the account and replaced by two PTA members and the Head of the primary phase, so we can pay out the aged winnings to the current subscribers, create full up to date records of the account receipts and payments and trace those individuals still subscribed to the club.</p> <p>Once accounts are cleared up, we will then look to re-advertise the club to the current parents of the whole school in an effort to get the subscribers back up to 200 to continue to raise funds for the PTA charity fund.</p> <p>All in present of the meeting agreed the new account owners would be EW (PTA 200 Club secretary), S TG (PTA Deputy chair) and LW (Head of primary phase). This was proposed by AA and seconded by RB all present agreed in favour.</p>		
Quiz night 6 May	<ul style="list-style-type: none"> • LW to check site is available and confirm with RB. • RB will organise the pizza. • Quiz questions are already ready. 		
Summer Ball Cumberland Hotel 11 June	<ul style="list-style-type: none"> • £250 Deposit being paid to secure the venue. All still going ahead. • RB will contact SH as she is organising it. • Email to parents about donating prizes for the auction at the ball. LW to email copy of template letter to Dan to review and send to parents. S TG will also look for template letter. • L offered to do the seating plan and tickets sales. • Comms to go out to advertise the ball – where and what. When tickets go on sale. To be sent out 17 March 2022. Dan to create marketing image to share and promote. • Dan to send image to Amy to get sent over to Mich to go on website and school facebook page. 		
Family Fun day 16 July	<ul style="list-style-type: none"> • Want to host it all ourselves. • 10-12 sports day. 12-2 family fun session. • Louise will secure bouncy castle x 2 and arrange for ice cream van. • Discuss in detail at next meeting – Dan to add to agenda. 		
Easter Fun Run 8 April	<ul style="list-style-type: none"> • Runs all day • Every child gets small foil egg and the fastest boy and girl in each year get an Easter egg. • Children get sponsored. • Louise to get small eggs/large egg prizes. • Louise to send sponsorship forms home and cash comes into School for sponsorship. • All money goes to PTA. • Dan to take cash back home at end of the day. 		
Nearly new/ costume sales	<ul style="list-style-type: none"> • Steph is going to come in and sort out all uniform. • Want to arrange a sale for nativity costumes and world book day costumes. • Need to arrange for comms to go out to parents to ask for donations (Steph) • Liz W to provide a list of months that School dress up days are. 		
Banking	<ul style="list-style-type: none"> • Digital collection of sales and donations. • Do we need extra card readers? Yes - £30 each. 		
Benevity	<ul style="list-style-type: none"> • Volunteering days – Dan can volunteer at the School for up to £25 per hour and Microsoft will pay the school for his time. 		

	<ul style="list-style-type: none"> • Donation matching – Dan can get donations he makes matched upto £7,000 per year. • Bing Give – https://www.bing.com/give • If you browse through bing give – we can generate money for free for the PTA. • Dan will create and share some more details on this. 		
Services	<p>Dan exploring –</p> <ul style="list-style-type: none"> • Dynamics email campaign tools • Shared storage for meeting minutes, docs etc • Hybrid meetings – Recording and sharing. Hybrid meetings would enable more to attend. 		
School funding requests	<p>Just over £6,000 in the account. PTA went through the list of requests to agree what we would fund:</p> <ul style="list-style-type: none"> • Kintbury trip Y9 - £1900 - APPROVED • Coaching £240 - APPROVED • Lassalian leaders - £265 - APPROVED • SEND – Sensory equipment - £250 - APPROVED • Life education - £730 - APPROVED • Play house - £824 - APPROVED • Basketball stands - £1600 – PTA requests further detail. • Nick to discuss with department to discuss additional funding. • Louise would like to see signposts around the secondary site to help Y7's navigate their way around the school. 		
Date of next meeting	6 April – 6pm Primary site		
AOB	<p>Cake sale –</p> <ul style="list-style-type: none"> • 1 class per month. • Create template letter for cake sale to be distributed by school. • Dan to send to Liz. • First Friday of the month. • Liz to allocate each month to a year and co-ordinate with teachers. <p>Liz is going to email out to all parents a breakdown of upcoming events.</p>	Dan	LW
Action breakdown	<p>Find out what happened to the money left over from 200 club – where is it?</p> <p>Look into getting kahoot account for the quiz</p> <p>Look into setting up a termly secondary Quiz on Kahoot - £1 entrance.</p> <p>Grow £1 – Need to get it set up for this year (Johnathon Downs – Nick to speak to him)</p> <p>Need to email all parents with a drive for more attendees on the PTA. Primary version and secondary version. Needs distributing through schools email</p> <p>Create a post for facebook – ‘We need your help!’</p> <p>Need better info sent out to new parents about facebook groups / events etc</p> <p>Post more regularly on the facebook page to show what the PTA have spent money on.</p> <p>Organise a fancy dress sale / nativity outfits / dress up day outfits from school</p> <p>Set up a PTA Teams page to upload meetings</p> <p>This years treasurers report needs filing by the end of July for charities commission (Sally to speak to Liz)</p>	EW DR NT NT DR DR/ AA S DR LL	

	<ul style="list-style-type: none"> • Check site is available for the quiz and confirm with Rachel. • Contact Sam H regarding details for the Ball • Look for template email regarding asking for auction prizes – share with Dan • Comms to go out to advertise the ball – where and what. When tickets go on sale. To be sent out 17th March 2022. Dan to create marketing image to share and promote. • Dan to send image to Amy to get sent over to Mich to go on website and school facebook page. • Family fun day - secure bouncy castle x 2 and arrange for ice cream van. • get small eggs / large egg prizes for Easter fun run • sort out all uniform. • Want to arrange a sale for nativity costumes and world book day costumes. • Need to arrange for comms to go out to parents to ask for donations • List of months that School dress up days are. • Create and share some more details on BING GIVE • Cake sale – Create template letter for cake sale to be distributed by school. • Allocate each month to a year and co-ordinate with teachers. • Email out to all parents a breakdown of upcoming events. 	EW RB S/EW DR DR/AA LM LM S S S S EW DR DR EW EW	
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Next meeting date: 6 April 2022 – Primary site.