

Meeting Minutes

**ST PETER'S PARENT TEACHER ASSOCIATION**

**WEDNESDAY 6<sup>th</sup> April 2022**

**PRIMARY SCHOOL 1800 HRS**

Present: Rachel Best / Sally TG / Amy Alderson / Liz Wogan /

Apologies:, Liz ludlow / Dan Ryan / Steph Thain / Louise McDonald / Nick

	<b>Agenda</b>	<b>Comments / Actions</b>	<b>Who</b>	<b>When</b>
	Previous actions reviewed	<p><b>Actions</b></p> <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.</p>	<p>Who</p> <p>Emma Wogan</p> <p>Dan</p> <p>Nick</p> <p>Nick</p>	<p><b>When</b></p> <p>All by next meeting unless specified</p>

		<p>Needs distributing through schools email  Create a post for facebook – ‘We need your help!’  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>Organize 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> <p>Liz W to check site is available for the quiz and confirm with Rachel.</p> <p>Rachel to contact Sam H regarding details for the Ball</p> <p>Look for template email regarding asking for auction prizes – share with Dan</p> <p>Comms to go out to advertise the ball – where and what. When tickets go on sale. To be sent out 17<sup>th</sup> March 2022.  Dan to create marketing image to share and promote.</p> <p>Dan to send image to Amy to get sent over to Mich to go on website and school facebook page.</p>	<p>Dan</p> <p>Dan / Amy</p> <p>Steph</p> <p>Dan</p> <p>Liz L</p> <p>Liz W</p> <p>Rachel</p> <p>Sally / Liz W</p> <p>Dan</p> <p>Dan / Amy</p>	
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	<p><b>Family fun day - Louise will secure bouncy castle x 2 and arrange for ice cream van.</b></p> <p>Louise to get small eggs / large egg prizes for Easter fun run</p> <p>Steph is going to come in and sort out all uniform.</p> <p>Want to arrange a sale for nativity costumes and world book day costumes.</p> <p>Need to arrange for comms to go out to parents to ask for donations (Steph)</p> <p>Liz W to provide a list of months that School dress up days are.</p> <p>Dan will create and share some more details on BING GIVE</p> <p>Cake sale - Create template letter for cake sale to be distributed by school. Dan to send to Liz.</p> <p>Liz to allocate each month to a year and co-ordinate with teachers.</p> <p>Liz is going to email out to all parents a breakdown of upcoming events.</p>	<p>Louise</p> <p>Louise</p> <p>Steph</p> <p>Steph</p> <p>Steph</p> <p>Liz W</p> <p>Dan</p> <p>Dan</p> <p>Liz W</p> <p>Liz W</p>	<p>End of July 2022</p>
200 club	Emma W leading this. Currently sorting the bank out.		
Quiz night	<p>Date – Friday 6<sup>th</sup> May.</p> <p>LW to check site is available and confirm with RB.</p>		

	<p>RB will organise the pizza.</p> <p>Flyer needs to go out regarding Quiz. Rachel to find old version and edit it or Ask Liz to create a new one. To be shared with class reps to promote and share image with AA to share on social media.</p> <p>Quiz questions are already ready.</p> <p>Comparing – Rachel B</p> <p>Parents will secure space via parent pay but will pay on the night. Quiz night to be set up on parent pay – Louise to set up please.</p> <p>Dan has card machines to take payments – need him to set up payments to go straight to his account and he can forward to PTA account.</p> <p>Cost - £4 per person.</p> <p>1<sup>st</sup> – £50 2<sup>nd</sup> – Chocolates LAST – wooden spoon</p> <p>Bring your own drink and nibbles. Pizza available to buy on the night.</p> <p>Head and tails - £1 extra to play.</p> <p>Start – 7pm Quiz start 7.30pm. Set up from 6.30pm.</p> <p>Amy to pick up 2 x chocolates. Wooden spoon.</p>		
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<p>Summer Ball 11<sup>th</sup> June @ Cumberland Hotel</p>	<p>Louise taking the lead with the ball.</p> <p>Email to parents about donating prizes for the auction at the ball.</p> <p>Louise offered to do the seating plan and tickets sales.</p> <p>Advertisement to parents going out</p> <p>220 ppl maximum. Cost – Louise to work out. Access from 4pm to set up Guests arrive 6.30 Tables of 8-12 Glass of prosecco on arrival</p> <p>Need flyers to promote</p>		
<p>Family Fun day 16<sup>th</sup> July</p>	<p>10-12 sports day</p> <p>12-2 family fun session.</p> <p>Louise will secure bouncy castle x 2 and Rachel will arrange for ice cream van.</p> <p>Dan to speak to his friend about running the BBQ.</p> <p>Liz to get an idea off each class to run a stall. (coconut shy / splat the rat / hook a duck etc) List from last year Silent auction Teddy on a string Penalty shootout Tombola Pick a peg</p>		

		<p>Tin can alley Guess the sweets in a jar</p> <p><b>PTA to lead -</b> Nail Polish Candy floss – needs sugar and sticks Tattoos Glitter tatoos Tea and coffee BBQ PIMMS Sponge a teacher - Steph Cake stall Bottle stall</p> <p>Set up to start on the Friday after School.</p> <p>Liz advises to keep the set up closer to the School so you don't have as far to go to set up.</p> <p>Promote to parents to bring your own picnic blanket or camping chair to enjoy the day. Hot food available if you want or bring your picnic.</p> <p>Get flyer made up.</p> <p>Charge for parking – VIP Parking - £2 per car.</p>		
	Easter Fun Run	8 <sup>th</sup> April – Easter fun run.		

		Louise has got the eggs.  All in hand.		
	Nearly News / costume sales	Steph absent from meeting – no update – Actions transferred to next meeting.		
	Date of next meeting	<b>Tuesday 3<sup>rd</sup> May 6pm – 7pm.</b> Rachael will attend via Teams.  PLEASE PUT THIS IN YOUR DIARY.		
	AOB	N/A		
	Action breakdown	<b>Actions</b>	<b>Who</b>	<b>When</b>
		<b>200 CLUB</b> Find out what happened to the money left over from 200 club – where is it?	Emma Wogan	
		<b>NEARLY NEW / COSTUME SALES</b> Organize a fancy dress sale / nativity outfits / dress up day outfits from school	Steph T	
		Need to arrange for comms to go out to parents to ask for donations (Steph)	Steph T	
		Liz W to provide a list of months that School dress up days are.	Liz W	

		<p><b><u>Family fun day -</u></b></p> <p>Louise will secure bouncy castle x 2 Rachel will arrange for ice cream van.</p> <p>Dan to speak to his friend about running the BBQ.</p> <p>Liz to get an idea off each class to run a stall.</p> <p><b>PTA to lead -</b> Nail Polish Candy floss – needs sugar and sticks Tattoos Glitter tatoos Tea and coffee BBQ PIMMS Sponge a teacher - Steph Cake stall Bottle stall</p> <p>Communication to go out asking for parent helpers on stalls etc</p> <p>Promotion to parents to include – *bring your own picnic blanket or camping chair to enjoy the day. *Hot food available if you want or bring your picnic. *Charge for parking - £2 per car.</p> <p><b><u>Easter fun run</u></b> Dan to collect fun run money at school on Friday 29<sup>th</sup> April. To be banked into PTA account.</p>	<p>Louise M Rachel B</p> <p>Dan R</p> <p>Liz W</p> <p>TBC</p> <p>TBC</p> <p>Dan R</p>	
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		<p><b><u>Cake Sale</u></b> Flyer to be made up to promote monthly cake sale.</p> <p>Flyer to be shared with class reps each month to promote to parents</p> <p><b><u>Quiz Night – 6<sup>th</sup> May</u></b> Organise the pizza.</p> <p>Ask Liz to create a flyer for the Quiz</p> <p>Flyer to be shared with class reps to promote and share image with AA to share on social media.</p> <p>Quiz night to be set up on parent pay</p> <p>Pick up 2 x chocolates. Wooden spoon.</p> <p><b><u>Summer Ball</u></b> Comms to go out to advertise the ball – where and what. When tickets go on sale. To be sent out 17<sup>th</sup> March 2022. Dan to create marketing image to share and promote.</p> <p>Dan to send image to Amy to get sent over to Mich to go on website and school facebook page.</p> <p>Email to go out to parents about donating prizes for the auction at the ball.</p> <p>Tickets to go on sale. Seating plan Confirm cost for tickets</p>	<p>?</p> <p>Amy</p> <p>Rachel</p> <p>Rachel</p> <p>Rachel / Amy</p> <p>Louise</p> <p>Amy</p> <p>Dan R</p> <p>Dan R / Amy A</p> <p>Dan R</p> <p>Louise</p>	
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		<p><b><u>Marketing / Communication</u></b>  Need to email all parents with a drive for more attendees on the PTA. Primary version and secondary version.  Needs distributing through schools email  Create a post for facebook – ‘We need your help!’  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>Speak to parent about creating flyers following event details from PTA so we can share events easily on social media.</p> <p><b><u>FINANCIAL</u></b>  This years treasurers report needs filing by the end of July for charities commission</p> <p>Dan will create and share some more details on BING GIVE</p> <p>URGENT– Dan to set up the card readers so payments can go straight into his account so we can benefit from funds being doubled.  Dan to train at least 2 staff and PTA how to use the card reader.</p> <p><b><u>Miscellaneous</u></b>  Look into getting kahoot account for the quiz</p> <p>Look into setting up a termly secondary Quiz on Kahoot - £1 entrance.</p>	<p>Dan R / Amy A</p> <p>Amy Alderson</p> <p>Rachel</p> <p>Liz L</p> <p>Dan R</p> <p>Dan R</p> <p>Nick</p> <p>Nick</p>	
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	<p>Grow £1 – Need to get it set up for this year (Johnathon Downs – Nick to speak to him)</p> <p>Create event folders on the PTA Sharepoint</p> <p>Upload all PTA templates / info to relevant folders on PTA Sharepoint</p> <p>Create a standard meeting Agenda for each meeting and circulate before the meeting</p>	<p>Nick</p> <p>Amy Alderson</p> <p>Rachel B</p> <p>Amy A</p>	
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Next meeting date: **Tuesday 3<sup>rd</sup> May 6pm – 7pm.**