

Meeting Minutes

ST PETER'S PARENT TEACHER ASSOCIATION

WEDNESDAY 3rd May 2022

PRIMARY SCHOOL 1800 HRS

Present: Rachel Best / Sally TG / Amy Alderson / Liz Wogan / Dan Ryan / / Steph Thain / Louise McDonald /

Apologies:, Nick / Liz ludlow / Emma W

Agenda	Comments / Actions	Who	When
Previous actions reviewed	<p><u>200 CLUB</u> Find out what happened to the money left over from 200 club – where is it?</p> <p><u>NEARLY NEW / COSTUME SALES</u> Organize a fancy dress sale / nativity outfits / dress up day outfits from school</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><u>Family fun day -</u></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>PTA to lead - Nail Polish Candy floss – needs sugar and sticks Tattoos Glitter tatoos Tea and coffee BBQ PIMMS Sponge a teacher - Steph</p>	<p>Emma Wogan</p> <p>Steph T</p> <p>Steph T</p> <p>Liz W</p> <p>Louise M Rachel B</p> <p>Dan R</p> <p>Liz W</p>	

	<p>Cake stall Bottle stall Teas and coffees</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><u>Easter fun run</u> Dan to collect fun run money at school on Friday 29th April. To be banked into PTA account.</p> <p><u>Cake Sale</u> 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><u>Quiz Night – 6th May</u> 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><u>Summer Ball</u> 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.</p>	<p>TBC</p> <p>TBC</p> <p>Dan R</p> <p>Dan</p> <p>Amy</p> <p>Rachel</p> <p>Rachel</p> <p>Rachel / Amy</p> <p>Louise</p> <p>Amy</p> <p>Dan R</p>	
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	<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>Marketing / Communication 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>FINANCIAL 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>Miscellaneous 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>Dan R / Amy A</p> <p>Amy A</p> <p>Louise</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> <p>Nick</p>	
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	<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>Amy Alderson</p> <p>Rachel B</p> <p>Amy A</p>	
200 club	No update provided		
Quiz night	<p>Date – Friday 6th May. All sorted – Helpers arrive at 6pm to help set up.</p> <p>Print Quizzes and answer sheets for Quiz – Rachel</p> <p>Change £50 into £1 coins – bring to School on Friday– Louise</p>		
Summer Ball 11 June Cumberland Hotel	<p>Louise taking the lead with the ball.</p> <p>Agreed going to use hotel DJ £310</p> <p>Max capacity 220 ppl</p> <p>Tickets £45pp or table of 10 for £40.</p> <p>Set up a form for food orders on sharepoint.</p> <p>Louise to contact Lisa from Oceana events. Need all the details to go on the flyer. Rachel will get one of the mums to create the leaflet. Email Rachel all the info.</p> <p>Info to go on leaflet – Date – 11th June 2022 Cost pp - £45pp or table of 10 for £40 When book from – 11th May 2022 – Open to teachers from 9th May. How book – Dan to set up a booking form on Microsoft bookings and share details with Rachel. (By 7th May 2022) How to pay – parent pay Kisten O is creating the flyer for the ball. Rachel B to send the info over to her tonight.</p>		

	<p>Email to go out to parents about donating prizes for the auction at the ball.</p> <p>Email to Collette to go out to all parents both secondary and Primary. – Amy Alderson</p>		
<p>Family Fun day 16th July</p>	<p>Look into hiring a catering BBQ – Sally TG</p> <p>Cost up options of a bouncy castle for us to man it ourselves - Louise</p> <p>Louise says that parent did a large BBQ last year – find out from Rachel B who this may be and ask if he may be able to provide a BBQ. Sally to Investigate</p> <p>Ask parent helpers to ask if there is anybody that owns a burger van or catering BBQ we could use – Amy A</p>		
<p>Nearly News / costume sales</p>	<p>Rachel Best – ‘Grown out of it’ – School can upload stuff to sell to parents. Schools have to have it set up on the website. Good way to raise funds. Put a shout out to parents to help with this as a big project.</p> <p>Grown out of it - Rachel to pass on info to Steph and she will investigate platform. Steph to report back at the next meeting.</p> <p>Steph has been in to sort the uniform etc out.</p>		
<p>Next cake sale date and class</p>	Y5		
<p>Date of next meeting</p>	<p>Tuesday 24th May 6pm – 7pm.</p> <p>Teams available PLEASE PUT THIS IN YOUR DIARY.</p>		
<p>Finance</p>	Funds from fun run needs to be paid into PTA Account. Dan is going to think about how to do this so he can get it doubled.		
<p>AOB</p>	Dan – Can get 50% off a kahoot account. Possibly consider for future events.		
<p>Action breakdown</p>	<p>Actions</p>	<p>Who</p>	<p>When</p>
	<p><u>200 CLUB</u></p>		

	<p>Find out what happened to the money left over from 200 club – where is it? Please provide an update via whatsapp for the next meeting</p> <p>NEARLY NEW / COSTUME SALES Organize a fancy dress sale / nativity outfits / dress up day outfits from school</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>Grown out of it - Rachel to pass on info to Steph and she will investigate platform. Steph to report back at the next meeting.</p> <p>Family fun day -</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>PTA to lead - Nail Polish Candy floss – needs sugar and sticks Tattoos Glitter tatoos Tea and coffee BBQ PIMMS Sponge a teacher - Steph Cake stall Bottle stall Teas and coffees</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>Emma Wogan</p> <p>Steph T</p> <p>Steph T</p> <p>Liz W</p> <p>Steph T</p> <p>Louise M Rachel B</p> <p>Dan R</p> <p>Liz W</p> <p>TBC</p> <p>TBC</p> <p>Sally TG</p>	<p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>13/05/22</p> <p>24/5/22</p> <p>24/5/22</p>
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	<p>Look into hiring a catering BBQ or speak to parent in Y6.</p> <p>Ask parent helpers to ask if there is anybody that owns a burger van or catering BBQ we could use –</p> <p><u>Cake Sale</u> 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><u>Quiz</u> Print Quizzes and answer sheets for Quiz</p> <p>Change £50 into £1 coins – bring to School on Friday</p> <p><u>Summer Ball</u> Comms to go out to advertise the ball – where and what. When tickets go on sale.</p> <p>Tickets to go on sale. Seating plan</p> <p>Set up a form for food orders on sharepoint.</p> <p>Contact Lisa from Oceana events</p> <p>Set up a booking form on Microsoft bookings and share details with Rachel. (By 6th May 2022)</p> <p>Kisten O is creating the flyer for the ball. Rachel B to send the info over to her tonight.</p> <p>Email to go out to parents about donating prizes for the auction at the ball. Email to Collette to go out to all parents both secondary and Primary. –</p>	<p>Amy A</p> <p>Dan</p> <p>Amy</p> <p>Rachel B</p> <p>Louise M</p> <p>Dan R</p> <p>Louise</p> <p>Dan</p> <p>Louise</p> <p>Dan</p> <p>Rachel B</p> <p>Amy A</p>	<p>03/5/22</p> <p>06/05/22</p> <p>06/5/22</p> <p>6/5/22</p> <p>6/5/22</p> <p>06/5/22</p> <p>9/5/22</p> <p>6/5/22</p> <p>6/5/22</p> <p>6/5/22</p> <p>03/05/22</p> <p>03/5/22</p> <p>ASAP</p> <p>Next spend</p>
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	<p>Marketing / Communication 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>FINANCIAL 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>Miscellaneous 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>Upload all PTA templates / info to relevant folders on PTA Sharepoint</p>	<p>Dan</p> <p>Amy</p> <p>Liz L</p> <p>Dan R</p> <p>Dan R</p> <p>Nick</p> <p>Nick</p> <p>Nick</p> <p>Rachel B</p>	<p>3 1/7/22</p> <p>24/5/22</p> <p>6/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p> <p>24/5/22</p>
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Next meeting date: **Tuesday 24th May 6-7pm.**