

Meeting Minutes

**ST PETER'S PARENT TEACHER ASSOCIATION**

**WEDNESDAY 27<sup>th</sup> Sept 2022**

**PRIMARY SCHOOL 1730 HRS**

Present: / Sally TG / Amy Alderson / Liz Pritchard / Dan Ryan / Sylvana Hayes

Apologies:, Nick / Emma W / Rachel Best / Steph Thain / Louise McDonald

	<b>Agenda</b>	<b>Comments / Actions</b>	<b>Who</b>	<b>When</b>
	Previous actions reviewed	<p><b>200 CLUB</b>                      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><b>NEARLY NEW / COSTUME SALES</b>                      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>Emma Wogan</p> <p>Steph T</p> <p>Steph T</p> <p>Liz W</p> <p>Steph T</p>	<p><b>24/5/22</b></p> <p><b>24/5/22</b></p> <p><b>24/5/22</b></p> <p><b>24/5/22</b></p> <p><b>24/5/22</b></p>

		<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 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>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>Louise M Rachel B</p> <p>Dan R</p> <p>Liz W</p> <p>TBC</p> <p>TBC</p> <p>Sally TG</p> <p>Amy A</p>	<p><b>24/5/22</b> <b>24/5/22</b></p> <p><b>13/05/22</b></p> <p><b>24/5/22</b></p> <p></p> <p></p> <p></p> <p></p> <p><b>24/5/22</b></p> <p><b>03/5/22</b></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</u></b> Print Quizzes and answer sheets for Quiz</p> <p>Change £50 into £1 coins – bring to School on Friday</p> <p><b><u>Summer Ball</u></b> <del>Comms to go out to advertise the ball – where and what. When tickets go on sale.</del></p> <p><del>Tickets to go on sale.</del> <del>Seating plan</del></p> <p><del>Set up a form for food orders on sharepoint.</del></p> <p><del>Contact Lisa from Oceana events</del></p> <p><del>Set up a booking form on Microsoft bookings and share details with Rachel. (By 6<sup>th</sup> May 2022)</del></p> <p><del>Kisten O is creating the flyer for the ball. Rachel B to send the info over to her tonight.</del></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><b>06/05/22</b></p> <p><b>06/5/22</b></p> <p><b>6/5/22</b></p> <p><b>6/5/22</b></p> <p><b>6/5/22</b></p> <p><b>9/5/22</b></p> <p><b>6/5/22</b></p> <p><b>6/5/22</b></p> <p><b>6/5/22</b></p> <p><b>03/05/22</b></p>
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		<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><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><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>Amy A</p> <p>Dan</p> <p>Amy</p> <p>Liz L</p> <p>Dan R</p> <p>Dan R</p> <p>Nick</p>	<p><b>03/5/22</b></p> <p><b>ASAP</b></p> <p><b>Next spend</b></p> <p><b>31/7/22</b></p> <p><b>24/5/22</b></p> <p><b>6/5/22</b></p> <p><b>24/5/22</b></p>
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	<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>	Nick	<b>24/5/22</b>
		Nick	<b>24/5/22</b>
		Rachel B	<b>24/5/22</b>
200 club	<p>Still waiting for bank to be sorted out. Dan has now got access to the PTA account.</p> <p>Need to start a fresh.</p> <p><b>Emma to provide an update on situation with the bank. Discuss at next meeting to discuss previous format.</b></p>		
Upcoming events			
	<p><b>Cheese and wine evening</b> – For all parents to promote engagement. Tuesday 18<sup>th</sup> October – 6 – 8 pm.</p> <p>To do – Rachel to send over previous letter School send invite out to reception / 1 / 2/ and Y7 and 8 / 9.</p> <p>To buy - Wine boxes Cheese / vegan cheese</p>		

Biscuits  
Non alcoholic shloer  
Grapes

Need to order another urn - Dan

**Christmas Fair (Dec) Thursday 8<sup>th</sup>.**

Teachers run stalls

4-6

Santa on stage – pay to visit santa.

PTA –

Nail painting

Christmas tattoos

Refreshments –

Mince pies

Mulled wine

Toy sale (Alex Shard)

**Neon Party (Feb 3<sup>rd</sup> 2023)**

1hr per groups

Rec / y1-4.30-5.30

Y 2/3/4 5.45 – 6.45

Y 5/6 7 - 8

Tuck shop

Tattoos

Face paints

Neon Tatoos

Glo

Dan will put together social media

		<p>Liz to check dates Sally to check dates with the disco</p> <p><b>Quiz night – 18<sup>th</sup> November – Iford site</b> Bring your own food Same format as last time</p> <p>Write quiz – Syl. Heads and tales Bingo – Amy to organise bingo tickets.</p> <p><b>Summer Fayre – Sat 15<sup>th</sup> July</b></p> <p><b>Barn dance - Fireworks (Possibly consider for 2023)</b></p>		
	<p>Family funday feedback</p>	<ul style="list-style-type: none"> <li>• Great food</li> <li>• Need better signage</li> <li>• More blank tickets for tombola</li> <li>• Separate pay area and food collection points</li> <li>• Sound system for races need to be by the racing</li> <li>• More face painting</li> <li>• Timescale for when and where parents to help with</li> <li>• 1 x PTA member allocated to each area e.g food / stalls / tokens etc</li> <li>• Bigger inflatables</li> </ul>		

		<ul style="list-style-type: none"> <li>• Morning pastries and coffee / bacon sandwiches</li> <li>• Need more cans and drinks</li> <li>• Part cook burgers to a certain level</li> <li>• Need music</li> <li>• Book generators for BBQ – Speak to Mr Wagner.</li> </ul>		
		<p><b>Look into buying a slushy machine - Amy</b></p>		
	Nearly News / costume sales	<p>Sally to speak to lady in secondary (student hub) to see if we can donate to partnership school.</p> <p>Amy to contact Steph for an update.</p> <p>Put a link on StPeters website to advertise second hand uniform.</p> <p><b>Create inventory of items.</b> <b>Dan to set up a shop</b></p>		
	Next cake sale date and class	<p>Set dates for the year.</p> <p>Liz to set dates and send to Dan to promote</p>		
	Date of next meeting	<p><b>Wednesday 12<sup>th</sup> Oct 5.30-6pm - Teams</b></p> <p>PLEASE PUT THIS IN YOUR DIARY.</p>		
	Finance / Accounts	<p>All accounts Have been filed with charities commission for the last 2 years.</p> <p>RB will email Dan the accounts to upload.</p> <p>Need to nominate A Treasurer – Melissa Walker has offered to be treasurer.</p>		



		<p>Sally nominated Amy seconded.</p> <p>We need another person on the charities commission website.</p>		
	Communication / Surveys	Have collated a list of data from parents interested to help.		
	Teacher bids	Send invites out to teachers to bid.		
	AOB	<p>Dan – Can get 50% off a kahoot account. Possibly consider for future events.</p> <p>AGM – Check when due with Rachel. Agree date for AGM at next meeting</p>		
	Action breakdown	<p><b><u>Cheese and wine evening –</u></b> Tuesday 18<sup>th</sup> October – 6 – 8 pm.</p> <p>Rachel to send over previous letter to Liz and School will send invite out to reception / 1 / 2/ and Y7 and 8 / 9 parents</p> <p>To buy - Wine boxes Cheese / vegan cheese Biscuits Non alcoholic shloer Grapes</p> <p>Order another urn - Dan</p> <p><b>Neon Party (Feb 3<sup>rd</sup> 2023)</b> Create social media post Liz to check dates at school available Sally to check dates with the disco and reserve</p>	<p><b>Rachel B</b></p> <p><b>Amy A</b></p> <p><b>Dan R</b></p> <p><b>Dan R Liz P Sally TG</b></p>	<p><b>29.09.22</b></p> <p><b>17.10.22</b></p> <p><b>17.10.22</b></p> <p><b>Next meeting</b></p>

		<p><b>Quiz night – 18<sup>th</sup> November – Iford site</b></p> <p>Write quiz – Syl. Heads and tales organisation Bingo – to organise bingo tickets and machine.</p> <p><b>Look into buying a slushy machine – Amy</b></p> <p><b><u>200 CLUB</u></b> Find out what happened to the money left over from 200 club – where is it? Emma - Please provide an update via WhatsApp for the next meeting to include proposed plan for cost to enter and expected prize amounts etc.</p> <p><b><u>NEARLY NEW / COSTUME SALES</u></b> 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 P 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>Create Inventory of items –</p> <p>Dan to set up an online shop</p> <p><b><u>Miscellaneous</u></b></p> <p>Look into getting kahoot account for the quiz</p>	<p><b>Syl H</b></p> <p><b>Amy A</b></p> <p><b>Amy A</b></p> <p><b>Emma W</b></p> <p><b>Steph</b></p> <p><b>Steph</b></p> <p><b>Liz P</b></p> <p><b>Dan</b></p> <p><b>Steph</b></p> <p><b>Dan</b></p>	<p><b>17.11.22</b></p> <p><b>17.11.22</b></p> <p><b>End Nov</b></p> <p><b>12.10.22</b></p> <p><b>Nov Meeting</b></p> <p><b>Nov Meeting</b></p> <p><b>Nov Meeting</b></p>
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	<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><b>Liz to set dates of cake sales for the year and send to Dan to promote on social media</b></p> <p><b>Send invites out to teachers to bid for items from PTA. Rachel to send previous comms to Amy to be updated and can be sent to School.</b></p>		<p><b>31/10/22</b></p> <p><b>31/10/22</b></p>

Next meeting date: Wednesday 12<sup>th</sup> Oct