

## Meeting Minutes

**ST PETER’S PARENT TEACHER ASSOCIATION**

**ANNUAL GENERAL MEETING**

**WEDNESDAY 24 NOVEMBER 2021**

**PRIMARY SCHOOL HALL IFORD 1800 HRS**

Present: Rachael / Sally TG / Nick Tarr / Steph / Dan Ryan / Amy Alderson

Apologies: Louise MacDonald, Liz Ludlow, Karen Wagner

	<b>Agenda</b>	<b>Comments / Actions</b>	<b>Who</b>	<b>When</b> All by next meeting unless specified
1.	Acting chair’s address	Welcome and intro’s		
2.	200 club	Speaking to Emma Wogan today – content has been lost. Want to get it up and going again but need to <b>start from scratch again to set up the 200 club.</b> <b>Find out what happened to the money left over from 200 club – where is it?</b>	<b>Emma Wogan</b>	
3.	Events for the year	Rachael went over agreed dates of events for the year		
4.	Quiz 28 <sup>th</sup> Jan	<b>Steph to get her husband to do the Quiz question (6 rounds)</b> <b>Rachael to compare the quiz</b>  <b>Somebody to contact Pappa Johns to ask for Pizzas for the quiz night</b> <b>Look into getting kahoot account for the quiz</b> <b>Speak to Louise about who we need to contact to get things put on parent pay.</b>	<b>Steph</b> <b>Rachael</b>  ?  <b>Dan</b> <b>Amy</b>	
5.	Ball 11 <sup>th</sup> June @ Cumberland Hotel	No details discussed today		
6.	Family Funday 16 <sup>th</sup> July	No details discussed today		

7.	Treasurer's Report	<ul style="list-style-type: none"> <li>Balance £5,964.77, awaiting pay in for Diabetes day</li> <li>Just transferred £7,671.53 for September Bids</li> </ul> <p>Rachael has filed the report – Rachael has ended up doing the work for this this year. This years is just about done – finance department have done the majority.</p> <p><b>This years needs filing by the end of July for charities commission</b></p> <p>Now we are cashless it is must easier. Rachael explains how the bids work and the process taken for bid approval.</p> <p>Not been able to fund raise due to COVID.</p>			Liz L	End of July 2022
8.	Adoption of accounts	Last years filed, this year's up to date so far Been done by Finance Dept, we need to do our own now				
9.	Election of Officers	<b><u>Role</u></b>	<b><u>Proposed</u></b>	<b><u>Seconded</u></b>		
		Chair – Dan Ryan	Rachael	Sally		
		Vice-Chair - Sally	Amy	Steph		
		Secretary - Amy	Rachel	Sally		
		Treasurer – Liz Ludlow	Sally	Amy		
		Comments:- Rachael discusses the role of the chair				
10.	Election of parent representatives	<p>Don't really have any. People just come along and help.</p> <p>We have a Whatsapp group of parent representatives from each year group.</p> <p><b>Need to re-vamp a list of everyone per year group that has offered to help. Put it on the group chat and to find out who is leading from each year group</b></p>			Dan	

11.	Appointment of staff representatives	Liz Wogan Nick Tarr		
12.	Date of next meeting	Wednesday – 5 <sup>th</sup> Jan 2022 5.30pm		
13.	AOB	<p><b>Look into setting up a termly secondary Quiz on Kahoot - £1 entrance.</b></p> <p><b>Grow £1 – Need to get it set up for this year (Johnathon Downs – Nick to speak to him)</b></p> <p><b>Speak to Louise about PTA email - logins</b></p> <p><b>Steph is going to lead the uniform sales – plan termly dates</b></p> <p><b>Need to email all parents with a drive for more attendees on the PTA. Primary version and secondary version.</b>  <b>Needs distributing through schools email</b>  <b>Create a post for facebook – ‘We need your help!’</b>  <b>Need better info sent out to new parents about facebook groups / events etc</b></p> <p><b>Post more regularly on the facebook page to show what the PTA have spent money on.</b></p> <p><b>Organize a fancy dress sale / nativity outfits / dress up day outfits from school</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>Set up a PTA Teams page to upload meetings</b></p> <p><b>Amy find out where the previous meeting minutes are.</b></p> <p><b>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)</b></p>	<p>Nick</p> <p>Nick</p> <p>Amy</p> <p>Steph</p> <p>Dan</p> <p>Dan / Amy</p> <p>Steph</p> <p>Rachael</p> <p>Rachael</p> <p>Dan</p> <p>Amy</p> <p>Nick / Amy</p>	

Next meeting date: 5<sup>th</sup> Jan 2022