

MINUTES

Midfield Primary School PTA Minutes

Date | time 30/01/2018 at 9.am | *Meeting called to order by* Lucy Pyle

In Attendance

Lucy Pyle (Chair)
Annabel Tyndall (Treasurer)
Jenny Archer (Publicity Secretary)
Camilla Nygaard (Secretary)
Mr Frost
Cate Rees
Alison Kavanagh

Apologies sent

Mrs K Boost (Publicity Secretary)
Mrs N Kaley (Vice Chair)
Ashlee Priestman

Board

Now that a decision and vote has taken place in regards to committee members, the school website will need to be updated.

Committee

At the AGM that took place on the 22nd of January 2018 it was decided that the following roles in the PTA committee will be filled by:

Chair –	Lucy Pyle
Vice Chair –	Nin Kaley
Secretary –	Camilla Nygaard
Publicity Secretaries –	Kellie Boost / Jenny Archer
Treasurer –	Annabel Tyndall
Trustees –	Liam Frost
	Cate Rees
	Allison Kavanagh
	Ashlee Priestman

Budget

The budget for the current school year is to be discussed with the Treasurer **Annabel Tyndall** and **Mr Frost**.

Discussion Topics

As this was the first meeting of the new PTA committee no previous minutes were read and approved.

We therefore started the meeting discussing the opening of the PTA bank account. Treasurer **Annabel Tyndall** is in charge of opening the account, she will do as much as she can and then contact School Trustee **Mr Liam Frost**. The opening of the account will need to be authorised by them both, signing all relevant documentation. A vote took place where all the members of the PTA committee at Midfield Primary school, that were present at the meeting, agreed on opening an account with Metro Bank. To open the account with Metro Bank **Annabel Tyndall** will need to bring minutes from today's meeting which will be signed by **Chair Lucy Pyle** and Secretary **Camilla Nygaard**. There will be no bank card Issued for the account, only a cheque book. Cash withdrawals will require two authorised signatures and a signed receipt for the cash by recipient will be filed in the Treasurer's records.

Once the bank account is set up, **Annabel Tyndall** will be signing the PTA up with the charity PTA UK. This will be paid for with the PTA money, membership fees are based on the number of pupils at the school. If we join the PTA UK, we will be able to register as a charity easily, get access to legal advice, public liability insurance and there is a possibility of parents paying for events through this site and more. This was voted in by committee members.

Next discussion was regarding the existing PTA funds. It was suggested at today's meeting that each of the 18 classes incorporating outdoor learning, make a wish list of five items. The value of these items is to not exceed over £100. The committee will pick one of the five items and work towards the others over the year. The classes will be given the money from the existing funds as soon as possible.

Our next discussion point was the Popcorn Club, which will take place on Monday the 5th of February. The following was discussed in relation to this event

- Teachers will be at the event to escort children to and from the toilets to ensure all safeguarding protocols are met.
- The audio and visual equipment for the Popcorn club has been checked by Mr Frost who confirms that it is working.
- **Lucy Pyle** is buying seven more bags of popcorn; she will claim all the expenses for the Popcorn Club after the event.
- PTA committee members are meeting on Monday the 5th at 1.30pm to pack popcorn and get drinks ready. Cushions will also be needed to be brought from the PTA cupboard and the hall set up at this point

Mr Frost then asked if all members of the PTA committee had handed in all relevant documents to the school office to ensure that DBS checks could be carried out on all members. All committee members had completed this task.

It was suggested that **Jenny Archer** will be talking to FAMILY SHOPPER at Cotmandene Crescent for drinks and snacks for future events. To ensure local businesses are promoted in the community.

As for the Triangle Festival, that is taking place in February on the 6th for year 1 and 2, 7th for year 3 and 4 and 8th for year 5-6 the following was discussed and decided:

- **Mr Frost** will put up a Dojo message asking for festival food donations, this will be written specifically for each year. The food brought in will need to be ready serve on the day of the event.
- Those who donate food to the Triangle Festival get to take part in a prize draw of various prizes.

We discussed setting up a new PTA email. The following actions need to be undertaken:

- **Mr Frost** will ask for permission to access the old email
- The old PTA email will be closed down before a new one is set up.
- When we have a new PTA email we will send out an introduction letter to the parents introducing the new PTA committee with our new email address included.

These are the future events that the PTA want to organise, and were discussed briefly at today's meeting:

- Rare Disease Day, this event would be to raise awareness. The date of this event would be the 28th February. The children will be able to bring in a £1 donation and the wear an item of coloured clothing to school (pink, green and blue) corresponding to the charities colours.

Lucy Pyle will check with the school if it is ok. If she gets the approval a dojo or letter will be sent out to parents.

- For Mother's Day we will have a secret gift room that will be set up for the 5th and 6th of March at lunchtime. Parents will send their children in with money, there will possibly be tiered pricing, the child will then make the bundle to bring back home as a gift. All the money will go into the PTA funds. This event will be discussed in detail at our next meeting on Tuesday the 6th of February.

Further we discussed the following actions being taken:

- **Lucy Pyle** will be contacting Castle King for use at future events.
- **Jenny Archer** is contacting Robinson Jackson to see if we will be able to get a big sponsorship banner to put outside of the school gates. The wording of the banner will be agreed at a later point.

At the end of the meeting it was mentioned that the Newsletter had promised a silver service dinner in the spring for the original PTA members as a thank you for organising the Christmas Fair. **Mr Frost** will find out what is happening to it.

Committee Reports

Committee reports

- Bank account to be set up
- **Annabel Tyndell** will sign the PTA up to the charity PTA UK
- A new PTA email address will be set up
- **Lucy Pyle** will need to check if Rare Disease awareness day gets approved by the school

Next Meeting

Next meeting will take place on the 6th of February at 12.00pm at Costa, where we will further discuss the upcoming Mother's day event, and debrief Popcorn Club.