

MINUTES

Midfield Primary School PTA Minutes

Date / time 06/02/2018 at 12:00 | *Meeting called to order by* Lucy Pyle

In Attendance

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

Apologies sent

Mr Frost
Mrs K Boost (Publicity Secretary)
Mrs N Kaley (Vice Chairman)
Ashlee Priestman
Alison Kavanagh

Board

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

Committee

It has been discussed that we will use the future noticeboard to communicate with parents, hopefully it will also help us to recruit more PTA volunteers to help at future events.

Budget

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

Discussion Topics

We started the meeting with debriefing Popcorn Club which took place on Monday 5th of February. We discussed a number of matters that would need to be changed for future event:

- Bags and coats need to be left in the children's classrooms
- Children should be collected from the usual doors in the playground

- In the future the risk assessment needs to include younger children that might accompany their parents who are volunteering
- More school staff are needed to help at events so the children can be escorted to the toilets safely.
- The children were hungry, so in future we could have a half time interval in which food would be given. Examples of food that could be given are hot dogs and a vegetarian option.
- A suggestion was made that we should try to have two showings so we can have two smaller groups, rather than one big group of children. Spaces can be allocated by sending out a letter where the parents can tick a box on which evening is suitable for them.

It was also mentioned that for any future events, we need to remember the following:

- That **Mr Atta** who is the care taker at Midfield Primary School works until a certain time. When the PTA holds an event causing him to run into overtime, we are responsible for paying him for any extra hours he might work.

The debriefing ended with us concluding that Popcorn Club was a success and the PTA made a profit of £480.

We went on to discuss future events, we are planning to organise the following events:

- Easter Craftarnoon
- School Disco
- Popcorn Club
- Summer Fair

The first of the events that we want to organise is Easter Craftarnoon, we discussed the following:

- We already have pots that can be decorated by the children, but we need to buy seeds and compost. We could ask for donations from local garden centres for this or talk to the outdoor earning team for advice
- There should be a cap on 50 children for this event
- We would charge £3.50 which will include a drink and a biscuit
- Parents will then collect their children at 4.30pm
- We will need 10 volunteers for this event, this includes a minimum of two staff members
- The event will take place in one of the rooms at the "Den", **Lucy Pyle** will book the room for the event
- This event will ideally take place two weeks prior to Easter, **Lucy Pyle** will ask the school for available dates

It was brought up at the meeting that a School Disco has been requested by parents and children, for this event:

- KS1 and KS2 will have separate times with a half hour gap in between for clean-up, ensuring no slip hazards etc are present
- **Lucy Pyle** will check for dates with the school, this event will ideally take place in the last week before the Easter Holidays.

Easter Craftanoon and School Disco are the main two events we want to organise in this term. To be able to promote these and future events, as well as the PTA as a whole we want to make a PTA Noticeboard. In the meeting we discussed what our noticeboard should include, we came up with the following ideas:

- PTA banner
- Description of who is who in the PTA
- Group photo of the PTA committee
- Sign up list for new volunteers
- Feature of past events
- Opportunity for parents to share their ideas
- Mission statement
- Information on what the PTA want to raise money for

It was agreed that **Jenny Archer** and **Camilla Nygaard** will be responsible for making the PTA noticeboard.

Then it was mentioned that the school website needs to be updated with the new PTA Committee members as soon as possible. All committee members need to provide a photo and a short description of themselves and send in this information so that **Mr Frost** can put it on the website.

Lucy Pyle has taken on the challenge of buying the items on the class wish lists. Mr frost has emailed all lists over to her and they will be completed as soon as possible. A number of items on the lists will need to be order through the school, as they are in the school catalogue's. Each class has been given a maximum of £100 to spend.

To raise some money and make space in the PTA cupboard, we will need to try and sell the three ovens in there. It was agreed that this task will be done by **Annabel Tyndall** and **Lucy Pyle** after half term.

Then **Annabel Tyndall** informed the committee members that were present at the meeting that the Metro Bank account will be authorised once **Mr Frost** has signed the relevant documents. The money that the PTA currently have will then be put in to the account. Once this has been set up, a parent pay account can then be sorted to enable parents to pay for future events.

We then went on to discuss some more future events, it was agreed that we should try and have another Popcorn Club in the summer term. **Lucy Pyle** will try to get approval for this date from the school.

The other event we talked about was the Summer Fair, this is what we believe needs to happen with regards to organising it:

- **Lucy Pyle** will get a date approved by the school, ideally a Saturday
- **Lucy Pyle** will be contacting Castle King to try and discuss costs for hiring bouncy castles
- Pamphlet's will be published by the PTA that includes advertisement and a map of the stall locations
- Advertisement letters are to be posted to nearby houses
- Wristbands worked at last year's event and should be used again
- We need a big banner for the event to put on the gate at the top and bottom of the school
- Advertise for this event through Facebook and Dojo.

We all agreed that it is crucial when advertising for this upcoming event that we get a Dojo account for the PTA and that a new Facebook page is created. The PTA Facebook group needs to be set up by the publicity Secretaries **Jenny Archer** and **Kellie Boost**.

Meeting concluded at 13.30am

Committee Reports

Committee reports

- Noticeboard needs to be made
- A new Facebook page will need to set up
- A new PTA email address will be set up

Next Meeting

Next meeting will take place on the 19th of February at 14.00pm at Midfield Primary School.