

MINUTES

Midfield Primary School PTA Minutes

Date | time 13/02/18 at 13.30 | Meeting called to order by Lucy Pyle

In Attendance

Lucy Pyle (Chair)

Annabel Tyndall (Treasurer)

Cate Rees

Ashlee Priestman

Allison Kavanagh

Apologies sent

Mr Frost

Jenny Archer (Publicity Secretary)

Camilla Nygaard (Secretary)

Mrs K Boost (Publicity Secretary)

Mrs N Kaley (Vice Chairman)

Board

The school website still needs to be updated with the new Committee members and updated minutes. A Facebook page will be created to promote events in the community but this needs to be approved by the school first.

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 events. The PTA notice board will be situated on the wall in the school playground. **Jenny Archer** and **Camilla Nygaard** have been tasked with this job.

Budget

The budget for the current school year is to be discussed with the Treasurer **Annabel Tyndall** and **Mr Frost**. We now have a PTA bank account.

Discussion Topics

We started the meeting discussing the issues with arranging meetings with all committee members present. This was concluded that this will always be an issue and updating members via email maybe a good idea.

Firstly the class wish lists were discussed and were viewed by everyone present at the meeting. **Lucy Pyle** has formulated a spreadsheet to keep track of the money spent on each class to ensure no budget has been exceeded. **Lucy Pyle** has taken on the challenge of buying the items on the class wish lists, which has mainly been completed now. **Allison Kavanagh** will be helping **Lucy Pyle** on Monday the 19th February with the Ikea trip so the remaining items on the list can be purchased. Four items on the lists will need to be order through the school and **Lucy Pyle** has discussed this with the school office.

Second topic discussed was the bank account. This has now been set up by **Annabel Tyndall** and **Mr Frost**. It was discussed that the money raised for the Popcorn Club will be paid into the account. **Annabel Tyndall** and **Lucy Pyle** will be meeting on Tuesday 20th at 9.45 am to count the money and arrange funds for all wish lists to be completed. **Annabel Tyndall** and **Lucy Pyle** will speak to the school at this point to arrange for the Parent Pay account to be set up. **Annabel Tyndall** will also use some money to set up PTA UK so that the PTA can obtain their charity status.

The first event discussed was raising money for RARE DISEASE DAY 2018. Pending the school approval, children would come into school in their usual uniform. But this would also include an item of Pink, Blue or Green in correlation with the charity's colours. This would take place on Wednesday 28th February and children would bring in £1, 50p would be sent straight to the charity and 50p would be added into the PTA fund. **Lucy Pyle** would speak to the charity to get posters, to put up around school. A DOJO would need to be sent out to parents informing them of this fundraising event.

The next event we want to organise is Easter Craftanoon, 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 learning team for advice
- The PTA have enough craft items to provide three crafts for the children
- We will have four tables at the event, three for crafts and one for food/drink
- There should be a cap on 50 children for this event
- We would charge £3.50 which will include a drink, crisps 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 for toilet trips and safeguarding
- The event will take place in one of the dinner hall rooms, **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, preferably the 19th or 20th March 2018.
- A letter or DOJO will need to be sent out to parents with payments and permission given on Parent Pay.

Also in March we would like to arrange a School Disco on the last week of term (week beginning 26th March). The following was discussed

- KS1 and KS2 will have separate times with a 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
- We would need to purchase drinks and crisps for the children
- **Lucy Pyle** will talk to a parent at the school who could run the disco with lights, smoke machine and bubbles in return for publicity and possibly a flyer drop in book bags
- Teachers would need to be on hand for toilet trips and safeguarding
- A risk Assessment would need to be completed
- We would need a number of volunteers to help at the event with maybe a timetable for both discos
- Payments and permission for the event would be made on parent pay

The Next topic of discussion was the ordering of school tea towels. We would need to send off for the art pack so that each child can draw a self-portrait of themselves. This can then be transformed into a whole school tea towel. The packs include drawing paper, templates, pens, tea towel sample and a free post return label. **Lucy Pyle** will email Classfundrasing.co.uk to ask how many children can fit on each tea towel. We will aim to do this in April and any leftover tea towels can be sold at the summer fair to parents, cares and grandparents.

Depending on the success of the school disco in March we will decide on another event in April/May, whether it is another disco or popcorn club.

The final event we talked about was the Summer Fair

- **Lucy Pyle** will get a date approved by the school, ideally a Saturday. Dates suggested were 30th June, 7th July and 14th July
- **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 of companies that provide donations and a map of the stall locations
- Advertisement letters are to be posted to nearby houses in the form of a leaflet drop
- 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
- **Annabel** will ask her contact regarding a beer tent and costing for this. If a beer tent is authorised, customers would only be allowed to purchase a maximum of two drinks. A stamp system could possibly be set up for this.

Stalls suggested so far include:

- Inflatables
- Pony Rides
- Soak a teacher
- Smash the Crockery
- Face painting
- Hook a duck
- BBQ
- Cakes
- Ice creams
- Second hand school clothes
- Eco Garden stall
- Coconut shy
- Lob a choc
- Nerf gun alley
- Fun fair

It was suggested that it might be nice for the school clubs to do a show of what has been learnt over the term. These may include; Dance show, Choir, Football club, Netball, kick boxing etc. If possible we would like a parent teacher football match; this will be discussed with Mr Frost.

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 16.00

Committee Reports

Committee reports

- Noticeboard needs to be made
- A new Facebook page will need to set up
- Discuss upcoming events with the school and get approval
- Once dates approved we need to start planning all events

Next Meeting

Next meeting to be confirmed once dates have been approved