

# MINUTES

## Midfield Primary School PTA Minutes

*Date | time 14/03/2018 at 19:30 | Meeting called to order by Lucy Pyle*

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### In Attendance

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**Lucy Pyle (Chair)**

**Mrs N Kaley (Vice Chairman)**

**Annabel Tyndall (Treasurer)**

**Jenny Archer (Publicity Secretary)**

**Camilla Nygaard (Secretary)**

**Alison Kavanagh**

**Ashlee Priestman**

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### Apologies sent

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**Mr Frost**

**Mrs K Boost (Publicity Secretary)**

**Cate Rees**

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### Board

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The school website still needs to be updated with the new Committee members and updated minutes.

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### Committee

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We have now joined Parentkind, so all future PTA events are now covered with Public liability insurance and it will make it easier to gain charity status.

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### Budget

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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 with Metro Bank. We will need records of collecting above £5000 annually to reach charity status.

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### Discussion Topics

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We started the meeting discussing the items on the wish list for Treehouse that we need to get. **Mrs N Kaley** will send out a Dojo on the 16<sup>th</sup> March 2018, after the character dress up day, asking for donations of fancy dresses specifically for 8-9 years-olds. **Lucy Pyle** has already got all other items on the wish list.

We then went on to discuss the Egg Colouring Competition that will take place in the last week of term. Children will be given an egg template on Friday 23<sup>rd</sup> March to take home and decorate. If children wish to partake a small donation of 50p is to be made on parent pay and the decorated templates will be collected on Wednesday 28<sup>th</sup> March. One winner will be picked in each class on the 29<sup>th</sup> March; the winner wins a big chocolate Easter egg. Butterflies will also be included in this.

In preparation for the competition the following will need to be done:

- **Ashlee Priestman** and **Lucy Pyle** will print out 468 copies of the eggs for the pupils to decorate; this will need to be done by the 23<sup>rd</sup> March.
- A letter will need to be sent out to parents with regards to the 50p donation to take part in the competition. The letter will also contain information about the prize, and include that the chocolate egg does not contain nuts.
- **Lucy Pyle** will ask Miss Wedderburn if she can choose a winner for each class.

We then went on to discuss the Craftanoon that is taking place on the 26<sup>th</sup> March. Jenny has a list of 7 volunteers in total. **Mrs N Kaley** is also volunteering for this event, but we will need two more teachers due to safeguarding. **Mrs N Kaley** will send out an email to the other teachers to recruit for this event.

The Craftanoon will take place in the main hall; there will be five tables with different crafts for the children to rotate between including a snack table. **Jenny Archer** suggested that the children can make thank you cards to their teachers at the event. We voted for using seeds instead of plants at the meeting as it is more cost effective. Seeds have already been bought for this event and we also have pots that the children decorate.

Annabel will see if Cooling's will donate compost for the event, she will also give them the donation letter for the Summer Fair at the same time. If Cooling's does not donate any compost to us **Lucy Pyle** will buy some for the event. **Mrs K Boost** is getting squash and biscuits for the Craftanoon and Mrs N Kaley will write a risk assessment.

The next event that we discussed was The Easter Egg Hunt, which will take place on the 29<sup>th</sup> March, last day of this term. It will take place in the eco garden; however the reception classes will have it in their own area. The extra eggs will be donated to the nursery for them to use as they see fit. **Jenny Archer** will arrange the times for each class to do their egg hunt; **Mr Frost** will ask the teachers about suitable slots for the egg hunt. **Alison Kavanagh** suggested that each class should hide the plastic eggs for the next class. For this event the main hall needs to be booked in case of poor weather.

A vegetarian option will need to be found for the eggs; **Jenny Archer** will look for a vegetarian option at Home Bargain as a substitute for the chocolate eggs.

It was also mentioned that **Mrs N Kaley** will chase up the DBS checks of the following committee members:

- Cate Rees
- Annabel Tyndall
- Camilla Nygaard
- Jenny Archer

The Magic Show that was supposed to take place on the 24<sup>th</sup> May has been cancelled due to double booking. **Ashley Priestman** suggested pre-booking it for next year. It was suggested that we could run an outdoor fun session for the children. Various activities and games will be provided. These activities could take place inside the hall and outdoors in the playground. We need to check that the playground is free for us to use on the 24<sup>th</sup> May.

We next discussed what we could do for the royal wedding which is taking place on the 19<sup>th</sup> May. We would like the pupils to donate 50p to be able to wear; red, white and blue on the 18<sup>th</sup> May. We will also sell cakes in the playground after school. **Jenny Archer** will propose this event to the school as we will need approval. A letter will need to be sent out to the parents giving information about the day and asking for the 50p donation. The children of the PTA members could be watched by **Mr Frost** whilst the PTA members are selling cakes.

Also in June and July every Friday we will ask year 6 if they can sell ice cream after school, the PTA will receive the profit of the sales.

Suggestions on how we can keep the items in the PTA cupboard safe were made at the meeting. It was agreed that only two people should have access to the PTA cupboard key. **Jenny Archer** suggested that we could get a pin lock instead.

It was also suggested that we should send out another letter to recruit volunteers in September as well as put one in the welcome pack that the new reception pupils will receive.

Towards the end of the meeting we discussed the tea towels as they have been suggested as a way to make money. There would be one tea towel design for KS1 and one for KS2, each containing the drawings of approximately 250 children. We had a vote and it was undecided if we should go ahead with the tea towels at this time.

At the end of the meeting we briefly discussed The Summer Fair which is on the 6<sup>th</sup> July, we will have a separate meeting for this event. We need to put a plan in place with regards to volunteers; we will need male helpers and should include John in the meeting. **Lucy Pyle** informed the committee that four stall holder have already made contact for the Summer Fair. **Mrs N Kaley** will write a report about how the stalls performed last year and gave it ready for the meeting next week.

Meeting concluded at 22.08pm

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## Committee Reports

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Committee reports

- The outside noticeboard still needs to be made
- The Summer Fair needs to be discussed in detail at the next meeting

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## Next Meeting

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Next meeting will take place on the 21<sup>st</sup> March at 07.30pm