

# MINUTES

## Midfield Primary School PTA Minutes

*Date | time 27/02/2018 at 14:00 | Meeting called to order by Lucy Pyle*

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### In Attendance

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Lucy Pyle (Chair)

Annabel Tyndall (Treasurer)

Jenny Archer (Publicity Secretary)

Camilla Nygaard (Secretary)

Cate Rees

Alison Kavanagh

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### Apologies sent

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Mr Frost

Mrs K Boost (Publicity Secretary)

Mrs N Kaley (Vice Chairman)

Ashlee Priestman

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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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A new General Data Protection Regulation (GDPR) has been discussed and comes in affect 25<sup>th</sup> May 2018. This will mean more stringent rules for how the committee collects and stores supporters' data. This includes everyone from parents and families to businesses and sponsors.

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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.

Going forward we will vote on what items are too bought using PTA money so we are not overspending on events.

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## Discussion Topics

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We started the meeting discussing how the new data protection legislation will affect the PTA. It will have an effect on how we communicate with the parents that wish to volunteer as we will not be able to email parents directly without their consent. We therefore need to send out a letter to our PTA volunteers before the new legislation takes place. **Lucy Pyle** has already started to write this letter. The letter will contain a tick box where the volunteers can confirm that we can contact them and the letter will also need the volunteer's signature.

This legislation might also affect the decision on whether the PTA Facebook page will be approved. It will however be permissible to put general commercial flyers that are not directly addressing anyone in the pupils' bag.

**Lucy Pyle** added that *Parent Pay*, the online platform where parents will be able to book and pay for PTA events in advance, will be up and running in the next few weeks.

We then went on to discuss the next topic; **Lucy Pyle** has been looking through the receipts that have previously been reimbursed by the PTA. She has found that several of these receipts are not related to the PTA; items such as girl's underwear and a dog bed are among these. On another serious note, cash has been taken out without the PTA knowing what it has been used for. The dates when these transgressions took place were between October and November 2017.

Also the old PTA transaction book has gone missing, and has not been retrieved.

**Jenny Archer** suggested that we vote on if items are to be reimbursed before they are refunded to prevent this from happening again in the future.

Then it was mentioned that some parents have got outstanding balances from the Popcorn club that took place on the 5<sup>th</sup> February 2018. It was decided that when parents have an outstanding balance their child will not be able to attend future events until the balance is cleared, when *Parent Pay* is up this will be easier to track.

**Lucy Pyle** and **Mrs N Kaley** met on the 27<sup>th</sup> February at 11.30 before the PTA meeting. **Lucy Pyle** informed the committee members present at the meeting of **Mrs N Kaley's** propositions. The following suggestions were then briefly discussed and voted on by the committee:

- Tea/coffee vending machine for the staff where a percentage of the money collected would go to the PTA - the committee voted against the idea as it would not benefit the children of the school.
- Having a fireworks display - not voted on at this point in time, it will need to be considered in the future closer to the time.
- Arranging a woodfired pizza/BBQ evening for parents and children - not voted on at this point in time, it will need to be considered in the future.
- Organise a weekly craft session - the committee voted against the idea, once per half term will be achievable if we can get the dates approved.

- Have a gift shop run by year 6 where merchandise with the Midfield PTA logo would be sold - not voted on at this point in time, it will need to be considered in the future.

We then went on to talk about Craftanoon which will hopefully take place on the 19<sup>th</sup> or 20<sup>th</sup> March, the date is yet to be approved.

These are the plans for the Craftanoon if we get it approved:

- It will feature three different crafts with an Easter theme for the children to do.
- We will need to buy compost, seeds, biscuits and drinks; we already have crisps that can be put in a bowl on the table for the children.

**Jenny Archer** suggested that we should go online to buy the cheapest bulbs/seeds. **Jenny Archer** will write a short care instruction for the plants for the children to bring home.

We then went on to discuss the Disco which is the other upcoming event before Easter, it is supposed to take place on the 27<sup>th</sup> March, but this date is also yet to be approved. This is the only date we can do the Disco on, which means we will not be able to arrange it before Easter on an alternative date.

*Fayetastic Parties* will do the first Disco for free in return for a flyer drop in the children's bags. We will need to pay them for any future events.

KS1, Reception included, and KS2 will have two separate events, both taking place on the same day. KS1's event will be 15.30-16.30 and KS2's will take place shortly after from 16.45-17.45.

Instead of us buying drinks for this event we will buy squash that can be diluted with water. We will also need to buy crisps for the Disco.

**Lucy Pyle** has already got four volunteers for this event, we will need 10 volunteers at each event, and at least 5 would have to be teaching staff due to safe guarding procedures. We will not be able to contact the PTA volunteers by email to recruit for this event or the Craftanoon before the dates have been approved by the school.

An event that has been confirmed and authorised is the Easter egg hunt that will take place on the 29<sup>th</sup> March during school hours. The PTA will fund the eggs for this event, so it will be free to participate for the children. This was the last event discussed at the meeting and the following was said:

- The egg hunt will consist of plastic eggs that will be reused for each class and will then be swapped for a small chocolate egg once the children get inside. We will need to buy both the plastic and the small chocolate eggs; we will look to see if we can find a good deal for these, possibly online.
- There will also be a drawing competition on this date in each class, where the children will decorate and paint an Easter egg on paper. The winner in each class will get a big chocolate Easter egg, **Lucy Pyle** has already bought the chocolate eggs that will be used as prizes.

- In addition there will be a veg/allergy option of Haribo sweets for children with specific dietary requirements; we will need to buy these for the event.
- **Lucy Pyle** and **Jenny Archer** are volunteering at this event which will take place during school hours.

At the end of the meeting it was concluded that **Lucy Pyle** will ask the school why there is a charge of £1 per child to dress up as a book character on Friday 2<sup>nd</sup> March as this has not been the case in the past.

We are waiting to discuss any other upcoming events until the dates have been approved.

**Alison Kavanagh** did suggest that the Summer Fair needs to be approved by a set date if we are going to arrange it. **Lucy Pyle** then added that all the future events this year will have to be approved by the 29<sup>th</sup> March if they are to go ahead to enable time to plan.

Meeting concluded at 15.00am

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## **Committee Reports**

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Committee reports

- Noticeboard still needs to be made
- Dates for events will have to be authorised by the school

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## **Next Meeting**

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Next meeting to be confirmed