

PTA Meeting Minutes – Wednesday 5th June

Present

Tracy, Sophie, Gina, Tanya, Marie

Apologies

Mr. Milne, Alyson, Sarah, Ros & Amy

Contents of PTA Folder

Tanya went through the contents of a file that was found in the PTA Drawer. There are a lot of useful items in the folder. The most key ones were:-

- Wish list form for teachers - will be reinstated and teacher given this form in advance of the AGM
- Newsletter- this is a nice idea to keep parents informed. We will trial this twice a year. Tanya is happy to collate and send out
- Class rep – it was thought that it would be a good idea to reinstate the class rep. But it needs to be parents who are not on the committee.

Bank statements

Tanya asked if bank statements could be made available at every meeting. However, it was felt that that was not necessary. Rather what was needed was the bank balance, as the governors at the last meeting asked her what funds we had.

~Ice creams have made £304 (£181.20 spent)

Committee Job descriptions

Tanya felt that we should create 2 more jobs within the PTA.

Events Co-Ordinator & Vice Events Co-Ordinator.

Their role would be to organize all events. Possibly if the treasurer is in agreement the post could hold a certain amount of money in cash so that they can purchase items for events. All job descriptions need to be sent out to parents before the AGM.

Lottery draw day

Not discussed as require the treasurer

Remove just giving page from main website

Tanya will speak to Hollie to try and remove this from the PTA section of the school website

Changing Facebook link on Website

Tanya to discuss this with Hollie, who may be able to help.

New parent Evening – 5th June 6pm

Gina, Sophie & Tanya will be present at this meeting and will provide refreshments. Tea\Coffee and chocolate brownies. Also, will attempt to sell the preloved school uniforms.

Sports Day – 11th June

What happens if the weather is poor? Tracy to email MR. Milne about when we will be notified of postponement. Ideally the latest that we should be notified is Monday morning. This will allow sufficient time to make other arrangements with the Cream and Strawberry delivery.

Ikea plastic bowls and cutlery – We could use the bowls for strawberries and the cutlery could be used for the KS1 picnic during their field trip. Sophie will discuss with Mr. Milne to see if the school may be happy to split the cost. Cost of Plates, bowls and cutlery is £90. If school is not able to split the costs we will just but the bowls and cutlery and only a 100. Klara is happy for us to store the PTA Mugs, plastic cups etc. in the kitchen as long as we keep them out of the way and clean and tidy.

Pricing: - Tea/Coffee /Squash	= £ Donation
Strawberries per bowl/cup	= £1
Bottles water	= £0.50
Ice Creams (Provided after event	= £1

It was decided that the PTA would purchase a new Urn for this event as the old one is no longer working. Tanya has ordered it and will be delivered soon. Tracy will email Mr. Milne about the power source for it on the day.

Disco – 21st June

Due to a conflict of interest for a number of PTA parents. Which would leave the committee very short of helpers, it was decided to cancel the disco for this term.

PTA Constitution

This will need to be discussed in more detail, as a number of the committee members were not aware of its existence. It was also felt that we might need to rewrite or change it. Tracy asked if she could have a copy electronically, so that it may be emailed out to members who are not present at today's meeting. Tanya has agreed to get it typed up and once this is done Tracy will send it out.

Meetings & Meeting Times

Evening meeting to welcome new parents

It was felt that we should at least do one or two evening meetings, so that parents who work could still contribute. Discussed possible dates for this. Either 27th June or 2nd July from 6-7pm. It will; be an ideas evening to discuss possible fundraising ideas and to look at the children's designs for the playground. Tracy to email Mr. Milne to see if these dates are suitable.

Tidy Up or help out day

Ladies will bring it up at the new parents evening, as a possibility during the summer holidays. Will be discussed more at the next meeting.

What money the PTA has?

Discussed under bank account

Next governors meeting

- Year 5 classrooms blinds
- Year 4 No windows or air flowing through

Mr. Milne advised that the governors are aware of these issues in the school and are being dealt with.

Tanya wondered if it was necessary for a PTA member to go to every governors meeting? Tracy to ask Mr. Milne. Gina has offered to go to the next meeting if it is needed.

School Sports or Football Kit

Alyson has kindly spoken to the Fownhope Football club and they have agreed to provide the football kit. Nathan Evans-Scott will wash it, as his son Hugo has allergies.

Any other Business

Bring AGM forward - it was felt that we may need to have this earlier than October. Tracy will email Mr. Milne about possible dates in September.

Communications with Head Teacher – this should be done via email by only the Chairperson, Vice Chair or secretary. This will hopefully lessen the amount that Mr. Milne has to deal with and also avoid any confusion about whether things have been agreed.

Meeting ended at 1515pm
Next meeting TBC