

# PTA MEETING MINUTES

Date of meeting:	Wednesday 22nd January 2025 19:00
Chair of meeting:	Claire Bowen
Minutes taken by:	Zoe Sample
Attendees:	Mr Cunningham Zoe Sample (PTA Secretary) Ewa Kozłowska (PTA Treasurer) Stephanie Burdon (Co-Chair Person)
Apologies:	Maria Chivite Barron, Claire Bowen (PTA Chair)
Last meeting date:	Wednesday 20 <sup>th</sup> November 2024

## MINUTES:

### 1. Outstanding actions from previous meeting

Donation Plaque – Zoe to ask Rhia what we asked the donation from Martin Ford to be put towards, books or garden or both.

### 2. Christmas Fayre Update

Acrylic Baubles were successful nearly all sold, see if can use them next year and use the acrylic pens that have already been purchased and used.

Worked nicely the stalls being inside, if nice weather this year possibility of having stalls outside at the front of the school.

### 3. Upcoming Events

#### Valentines Disco – 13<sup>th</sup> February

Volunteers needed to put out on PTA WhatsApp

Decorations

Snacks

Zoe to ask Andy if he is available and if we can use his sound and lights system.

### 4. Celebration Assembly – Friday 14<sup>th</sup> February

Volunteers

Refreshments to be purchased

### 5. Easter Bingo – Friday 28<sup>th</sup> March

Thursday 27<sup>th</sup> March dress down day for Easter egg donation

Mr Cunningham asking Mrs Belton if she is available to be the caller again this year

Ask Mrs Belton if she can slow down the pace of the game so a bit easier for children to keep up

Mr Cunningham to ask about the Den Club as we will need the kitchen.

To advertise outside of school like last year but advertise two game times so people can join in later with the second game as an option

Not many cake donations at recent events – Mr Cunningham mentioned involving Community Coffee morning to help bake cakes.

Ewa mentioned purchasing cakes from Costco.

See if can use the sausages from the Christmas Fayre, Claire to check the best before date.

6. Summer Fayre date has been confirmed as Saturday 28<sup>th</sup> June.  
Week beginning 14<sup>th</sup> July – For leavers disco and leavers event.  
Tuesday 22<sup>nd</sup> July last day of school – Celebration Assembly TBC.  
Steph proposed adding onto one event in the summer a BBQ in the garden and maybe plant sale.
7. Ewa and Kev Mills to meet up for the transfer of treasurer position
8. **Charity Status update**  
Need to do a pros and cons for whether continue as a Charity  
Need to see if Claire has received a reply from Tesco for the token charity request.
9. **Funding Requests**  
Mr Cunningham discussed creating a Thermometer to show progress of fund raising so it is visible to the public.  
Steph looking into the thermometer.
10. **Other business**  
Screening for garden for school equipment and behind reading corner.  
Steph looking at Mud Kitchen improvements and access to how it will change with the new building.  
Clear path dig out tree roots to gain access from round the back of school to the garden, to level path for slope - Big job volunteers will be needed  
Steph to possibly look at Rolls Royce project learn community to help afternoon.
11. Time and date of next meeting is Wednesday 5<sup>th</sup> March at 7:00pm.