

Friends of/ Prettygate PTA Monthly Meeting

Date | time 03/03/2023/ 09:30am

In Attendance

Sarah Brown (Chair), Hollie Allen (Acting Co-Chair), Jayne Rogers, Lace Brown, Marie Ranson-Walters

Apologies

Dom, Bowers, Heather Vickers and Teresa Davies

Welcome and Introductions

The group introduce themselves and welcomed Marie to the group.

Matters Arising

Infant play equipment

There was a discussion on the position of the infant playground equipment. The school confirmed their preferred position, but the fall height was raised as a concern. Installation dates confirmed for 2 and 3 March.

Action: - SB to contact Pentagon to confirm he fall height.

Friends of Prettygate email

To ensure consistency and to coordinate all information/emails in one central place it was agreed to provide HA and JR access.

Action: SB to provide email details to HA and JR – action complete

Previous actions

Actions from the AGM & previous meeting carried over.

Activity	Action	Owner	Status
Board Membership	SB to check with DB on the approach to make HR position official and remover previous members now left.	Sarah/ Dom	Action carried over
Easter Eggs	SB to send school email about the offer to contact ASDA to see if donate large Easter Eggs as part of the Easter lunch prize.	Sarah	Action complete - School emailed – No response. No further action needed.
Wonka Bars	<ul style="list-style-type: none">Once approved set up on PTA events to sell tickets.Purchase the bars (will need non diary option)Print off five golden tickets.	PTA	On hold until further notice

Activity	Action	Owner	Status
April Quiz night	<ul style="list-style-type: none"> Look to sell snacks, soft drinks/ tea and coffee. Need to organise raffle. 2-3 volunteers needed. Trophy, 6 x medals and wooden spoons to be purchased. 	Hollie	Actions in progress – see below for further actions.
Summer Festival	<ul style="list-style-type: none"> Organise with school for a non-uniform day in return for stall items. Get alcohol licence for event approx. £21. Organise book stall. 	PTA	Action outstanding – theme to be identified. Action not required. Action TBC
Summer Festival	<p>Sb advised they would like minimum of ten stalls, so far potential of five.</p> <ul style="list-style-type: none"> SB to send JR a list of the types of stalls interested so far. JR to repost to Claire's group to request for other stall holders. JR to speak to Mrs Jowers to see if she would be interested in a stall to promote the work the school has been doing on the outdoor project, Climate Club, Forest School, and gardening club – sell activity to plant own seed in a pot – money can go towards outdoor learning programme. SB to speak to Laura's Dance School to see if will do performance. Idea for performers, organise tombola 	<p>Sarah Jayne</p> <p>Jayne</p> <p>Sarah/Jayne Dom/All</p>	<p>See below for further actions.</p> <p>Action Completed</p> <p>Action Completed</p> <p>Action Outstanding</p> <p>In Progress</p>
Gift Amnesty raffle	<ul style="list-style-type: none"> The hampers still need to be made up. HA agreed to help SB after this meeting 	Sarah and Hollie	Action Complete and 13 names were drawn and prizes to be distributed.
Mother's Day Secret Room	<ul style="list-style-type: none"> Continue to promote – repost on FB page – Item closed. 	All	Action Completed
King's Coronation	<p>SB to confirm with the school that they would like the PTA to organise gift for the king's coronation.</p> <p>If the school says yes it was agreed to order:</p> <ul style="list-style-type: none"> the silver pin badge (£378) – SB to notify DB regarding budget. Order brown envelopes and sunflower seeds. 	<p>Sarah</p> <p>Sarah/Dom</p>	<p>Action Completed</p> <p>Action Completed</p> <p>Action Completed</p>

Activity	Action	Owner	Status
	<ul style="list-style-type: none"> Make up King's coronation gifts. 		Action In Progress – see below for further actions
Father's Day Secret Room	Some items have been obtained. <ul style="list-style-type: none"> Look at Shen for Father's Day gift ideas 	Sarah/All	Action Completed
Welcome Packs	Welcome packs to start in September. <ul style="list-style-type: none"> HA to speak to the Juniors school to get numbers of new starters. SB to speak to Infant School to get numbers of new starters 	Hollie Sarah	No further action until nearer the time.

PTA Activities and Events

Activity	Action	Owner
Mother's Day Secret Room	Volunteers needed for Thursday 9 (Infants) and Friday 10 (Juniors) March, straight after school drop. <ul style="list-style-type: none"> Hollie, Marie and Teresa can do both days. Jayne can do Friday. SB to post a request for volunteers in FB. SB to provide a list to HA. HA to print of labels 	All Sarah Hollie
Easter Quiz Night	HA confirmed the date of the quiz has been moved to 21 April. £15 per team of 4-6 people. <ul style="list-style-type: none"> HA to make poster. HA to print of trophy and engrave the wooden spoons. HA to check with the school that they are happy for the trophy to be displayed in the trophy case. 	Hollie
King's Coronation	HA has made up the seed envelopes with labels. <ul style="list-style-type: none"> SB to give HA the coronation pins to be added to the envelopes. HA to speak to the school to confirm class numbers to make up bundles ready for delivery 	Sarah Hollie
Summer Festival	<ul style="list-style-type: none"> HA and SB to meet on 8 March to go through all emails to produce checklist of actions complete and actions outstanding. To provide an update at net meeting. SB to chase stall holders for their booking form and JR to chase Claire Derring for her form. Need to book toilets. Identify a theme for the school non-uniform day in 	Hollie/Sarah Sarah/Jayne

Activity	Action	Owner
	exchange for stall items – one suggestion was summer festival. • Need to identify additional games to splat the rat. • HA to type up the letter to send to businesses.	All All HA

Next Meeting

Due to the Easter holidays, it was agreed to bring April's meeting forward to Friday 31 March 2023, 9:30am, Coffee Hog