



Minutes

Monthly Meeting

Date | time 23/06/2023/ 09:00am

In Attendance

Sarah Brown (Chair), Hollie Allen (Co-Chair), Vicky Edwards, Marie Ranson-Walters., Emma Buckfield, Sarah Perkins, Dom Bowers, Heather Vickers, Julie Redpath

Apologies

Jayne Rogers, Teresa Davies, Faye Buckfield

Welcome

Julie Redpath was welcomed to the group.

Matters Arising and Previous Actions

A table of actions from the previous meetings carried over. (Please note that the table at the end of the minutes contains a summary of all the actions taken at the meeting today).

Activity	Action	Owner	Status
Actions for after the Summer Fair (note please keep on agenda]			
Website and Email System	Organise a session to show SB and JR how to edit and add content to the website.	Hollie/ Sarah/ Jayne	Action carried over.
Play equipment	Pentagon to fix the ropes		Action to be monitored.
Future PTA events	<ul style="list-style-type: none"> HA to email the school for the school to confirm dates for these events. HA to speak to Mr Millbourne in September regarding the potential for more space for the Christmas fair, whether it is a classroom or both halls. HA to check with the Site Manager which night he would be willing to open the school to invite all parents to PTA meeting. 	Hollie Hollie Hollie	Actions carried over.
PTA Wild Area	<ul style="list-style-type: none"> HA to produce a list of bulbs. Draft a donation letter to contact nurseries in September to see if they will donate bulbs. 	Hollie Vicky	Action carried over. To be actioned in September.
Accounts	<ul style="list-style-type: none"> AGM Meeting to held in September. Meeting with DB, HA, SB and JR to review accounts ready to be filled in September. Purchasing of Software to manage PTA accounts at £5 a month. 	All Trustees Hollie	Action carried over. To be actioned for September.
Raising the Profile of the PTA	<ul style="list-style-type: none"> HA to find out about the Junior coffee morning. For September arrange a meeting with Mr Millbourne and potentially at later stage involve Mrs Hughes, Mr Shaw and Lauren Business manager within these discussions to improve the two-way 	Hollie Action for September – keep on	Actions carried over.

Activity	Action	Owner	Status
	coordination of activities and support.	agenda.	
Actions for the focus of this meeting			
Prom	<ul style="list-style-type: none"> SB to book the doughnut wall. 	Sarah	Action Carried Over.
Summer Fair	<p><u>Carried over items.</u></p> <ul style="list-style-type: none"> JR to follow up with Laura's Dance School. SB to confirm with skip company a skip is coming. HA to give update on the brochure production with the layout of the fair and list of the sponsorship details. <p><u>Stalls</u></p> <ul style="list-style-type: none"> EB to give update on the production of a adopt a teddy certificate A5 (two on a page). EB to confirm the bake-off theme to be added to the poster. HA to get medals and wooden spoons for the Bake-Off. HA and SB to produce an answer sheet for the Lego stall. HA to provide SB a list of sponsors for each stall so a label can be added to the stall signs. JR to notify Mrs Jowers that Mrs Hughes would like to help on the seed stall and suggested the potential to provide a forest school activity. <p><u>Volunteers</u></p> <ul style="list-style-type: none"> Check if the volunteer signup sheet has been circulated to all school staff and mid-day assistants. SB to rename the Friends of Prettygate stall on the volunteer sign-up to wristbands, soft drinks, and other items. SB to update the lanyards with new contact details. HA to speak to Mr Millbourne regarding year 6 help on the day. MRW and Jr to speak to Mrs Hindle and Mrs Carter to see if they can help on the day. <p><u>Raffle Prizes</u></p> <ul style="list-style-type: none"> HA and SB to make up 5-6 hampers for the raffle. VE and EB to speak to local Shops and Coffee Hog regarding a raffle prize. SP to speak with her daughter to see if Greggs would be willing to provide a raffle prize. Class champions to post a message asking if any donations of raffle prizes from businesses. <p><u>Performances</u></p> <ul style="list-style-type: none"> HA/All to speak to the teachers to see if they would be willing to do a demonstration or performance. <ul style="list-style-type: none"> Mrs Payne and Miss Lambert – school dance 	<p>Sarah</p> <p>Jayne</p> <p>Sarah Hollie</p> <p>Emma</p> <p>Emma</p> <p>Hollie</p> <p>Hollie/Sarah</p> <p>Hollie/Sarah</p> <p>Jayne</p> <p>Sarah</p> <p>Sarah</p> <p>Sarah</p> <p>Hollie Marie/Jayne</p> <p>Hollie/Sarah</p> <p>Vicky/Emma</p> <p>Sarah P</p> <p>Class Champions.</p> <p>Hollie/All</p>	<p>Laura's Dance school is not available.</p> <p>In progress</p> <p>Action Complete.</p> <p>Action Complete.</p> <p>Action Carried over.</p> <p>In Progress.</p> <p>In Progress</p> <p>Mr Jowers and Mrs Hughes will sort the stall's resources and have ideas for the stall, including forest school activities. They also have a team.</p> <p>Action Complete.</p> <p>Action Complete.</p> <p>In Progress</p> <p>In Progress.</p> <p>In Progress</p> <p>Action Complete.</p> <p>Action Complete.</p> <p>Action Complete.</p> <p>Action Complete.</p> <p>Mrs Payne and Mr Gilbert agreed.</p>

Activity	Action	Owner	Status
	<ul style="list-style-type: none"> Mr Gilbert – Skipping Mr Shaw – Football skills Mrs West – Netball skills or Multi skills HA to provide a list of sponsors for SB to draw up a list of announcements for the DJ, including stalls and what PTA/School fundraising for. HA to produce a poster for Prettygate Got Talent. 	Hollie, Sarah	Action Complete.
	<p><u>Entrance fee</u></p> <ul style="list-style-type: none"> HA and SB to update the posters and the banner with the new entrance fee. 	Hollie	Action Complete.
		Hollie, Sarah	Action Complete.
AOB	<ul style="list-style-type: none"> SB, DB and JR to provide Hollie with t-shirt size and for HA to make the t-shirts. HA to design a Friends of Prettygate logo, that incorporates the gates. 	Sarah B, Dom, Jayne, Hollie	In Progress.
		Hollie	Action Complete.

Summer Fair

Stalls

- HA discussed the stalls that have paid and agreed to come.
- SB confirmed that Perrins wont be there and all discussed options for additional food vendor.

Volunteers

- HA discussed that we need around 20 more volunteers to fill all the slot for stalls.

Raffle prizes

- We sent messages out to the class champions to get raffle prizes from any family's that might have businesses and we have had a few with prizes, this includes an offer of a road work truck with flashing lights etc. for the children to be able to sit in from Sarah Perkins.

Performance

- HA gave update and we have skipping club, a dance class coming and posters for Prettygate has talent will be going out today. (Poster for the bake-off is also going out on Friday too.

Fair layout

- HA showed everyone the brochure for the fete which includes the layout of stalls. All happy with layout and that its great that all the space is being used this year.

Entrance Fee:

- Entrance fee is agreed and advertised as £2 an adult £1 for under 16 and 3 and under free and family ticket of 2 adults and 2 children will be £5.

Actions:

- HA to get medals and spoons for bake-off prize
- All involved to send businesses who are donating raffle prizes to get back to HA by Monday so brochure can go off to print.
- HA to get brochure, leaflet and adopt a teddy certificates printed.
- SB to send Dom invoices.
- HA & SB to do risk assessment.
- SB to make up list of raffle prizes for stall.

AOB

There was no AOB.

Next Meeting

The next meeting date to be confirmed (Friday x July 2023, 9:00am, The Prettygate (Pub)).

Summary of Actions

Activity	Action	Owner
Actions carried over from 9 June.		
Website and Email System	Organise a session to show SB and JR how to edit and add content to the website.	Hollie/ Sarah/ Jayne
Play equipment	Pentagon to fix the ropes	
Future PTA events	<ul style="list-style-type: none"> HA to email the school for the school to confirm dates for these events. 	Hollie
	<ul style="list-style-type: none"> HA to speak to Mr Millbourne in September regarding the potential for more space for the Christmas fair, whether it is a classroom or both halls. 	Hollie
	<ul style="list-style-type: none"> HA to check with the Site Manager which night he would be willing to open the school to invite all parents to PTA meeting. 	Hollie
PTA Wild Area	<ul style="list-style-type: none"> HA to produce a list of bulbs. Draft a donation letter to contact nurseries in September to see if they will donate bulbs. 	Hollie Vicky
Accounts	<ul style="list-style-type: none"> AGM Meeting to held in September. Meeting with DB, HA, SB and JR to review accounts ready to be filled in September. Purchasing of Software to manage PTA accounts at £5 a month. 	All Trustees Hollie
Raising the Profile of the PTA	<ul style="list-style-type: none"> HA to find out about the Junior coffee morning. For September arrange a meeting with Mr Millbourne and potentially at later stage involve Mrs Hughes, Mr Shaw and Lauren Business manager within these discussions to improve the two-way coordination of activities and support. 	Hollie Action for September – keep on agenda.
Actions from 23 June		
Prom	On going see previous minutes - SB to book the doughnut wall.	Sarah
Summer Fair	<ul style="list-style-type: none"> HA to get medals and spoons for bake-off prize. 	Hollie
	<ul style="list-style-type: none"> All involved to send businesses who are donating raffle prizes to get back to HA by Monday so brochure can go off to print. 	All
	<ul style="list-style-type: none"> HA to get brochure, leaflet and adopt a teddy certificate printed. 	Hollie
	<ul style="list-style-type: none"> SB to send Dom invoices. 	Sarah
	<ul style="list-style-type: none"> HA & SB to do risk assessment. 	Hollie/ Sarah
	<ul style="list-style-type: none"> SB to make up list of raffle prizes for stall. 	Sarah