

# Friends of/ Prettygate PTA Monthly Meeting

Date | time 31/03/2023/ 09:30am

## In Attendance

Sarah Brown (Chair), Hollie Allen (Acting Co-Chair), David Allen, Jayne Rogers, Vicky Edwards, Marie Ranson-Walters. Dom, Bowers, Faye Buckfield, Emma Buckfield, Heather Vickers. Teresa Davies and Sarah Perkins

## Apologies

Dom, Bowers, Lace Brown

## Welcome and Introductions

The group introduce themselves and welcomed Vicky, Faye, Emma, David, Teresa and Sarah P 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
Board Membership	SB to check with DB on the approach to make HR position official and remove previous members now left.	Sarah/ Dom	Action Complete
April Quiz Night	<ul style="list-style-type: none"><li>Look to sell snacks, soft drinks/ tea and coffee.</li><li>Need to organise raffle.</li><li>2-3 volunteers needed.</li><li>HA to make poster.</li><li>HA to print of trophy and engrave the wooden spoons.</li><li>HA to check with the school that they are happy for the trophy to be displayed in the trophy case.</li></ul>	Hollie	<b>Action in progress</b>  Raffle prizes organised. <b>Action carried over.</b> Poster done & circulated. Action Complete Action Complete – School agreed to display. <b>See below for further actions.</b>
Summer Festival	<ul style="list-style-type: none"><li>Organise book stall.</li><li>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.</li></ul>	PTA Jayne	<b>Action TBC</b> <b>Action in progress</b> – JR emailed and spoke to Mrs Jowers, who agreed to look into the idea. JR will follow up to see if she will run and expand the Sunflower planting offer. Possible clash with Skinny Jean Gardener school competition – JR to check.

Activity	Action	Owner	Status
	<ul style="list-style-type: none"> <li>• SB to speak to Laura's Dance School to see if will do performance.</li> <li>• Idea for performers, organise tombola.</li> <li>• 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.</li> <li>• SB to chase stall holders for their booking form and JR to chase Claire Derring for her form.</li> <li>• Need to book toilets.</li> <li>• Organise with school for a non-uniform day in return for stall items. – theme to be identified – one suggestion was summer festival.</li> <li>• Need to identify additional games to splat the rat.</li> <li>• HA to type up the letter to send to businesses.</li> </ul>	Sarah/Jayne All Hollie/Sarah  Sarah/Jayne  All  All Hollie	JR spoke to Laura and await confirmation – JR will chase. <b>Action carried over.</b> Action complete.  <b>Action carried over –</b> see below for update. Claire paid for her stall. Action complete. Action Complete agreed the theme will be summer festival/ Hawaiian.  Action complete Action carried over. See below for further actions.
King's Coronation	<ul style="list-style-type: none"> <li>• SB to give HA the coronation pins to be added to the envelopes.</li> <li>• HA to speak to the school to confirm class numbers to make up bundles ready for delivery</li> </ul>	Sarah/Hollie	Action Complete  Action Complete. School confirmed numbers
Welcome Packs	Welcome packs to start in September. <ul style="list-style-type: none"> <li>• HA to speak to the Juniors school to get numbers of new starters.</li> <li>• SB to speak to Infant School to get numbers of new starters</li> </ul>	Hollie  Sarah	No further action until nearer the time. See below for discussions on the Welcome packs and new starters.
Infant Play equipment	SB to contact Pentagon to confirm the fall height.	Sarah	Action Complete. Installation dates confirmed for 2 and 3 March.

---

## Website and Email System

---

There was a proposal for Friends of Prettygate to have their own website and email system to centralise storage of documents, easier to promote events, volunteer sign up and to remove the need to use personal emails etc. David talked to the group about the offer and explained the process. Since Friends of Prettygate is a charity, it can access Microsoft software at a reduced rate. David's work has agreed that he can help to set up the system at no extra cost. The fee for the website, licences for five devices and email system will cost £170 per year.

Four emails will be set up for Chair, Secretary, Treasurer and Admin.

A vote was held – 12 voted yes and zero voted no. Item approved.

**Action:** David to set up the website and email system.

---

## Panto

---

Hollie mentioned that the school has requested £5,000 towards covering the cost of the panto. Last year the PTA donated £2,000. This is due to school budget pressures and increase cost for transport, which will need to be booked in July. There was a discussion on current PTA budget – at present there is only £4,000 after payment of the infant play equipment. Money will be needed to pay for fireworks night, prom and Christmas secret room. It was understood by the group that if the PTA could not raise the money that the extra cost will fall on all parents. There is the potential to provide the school have now and the other after the summer fair.

There was a discussion on the potential for fundraising and sponsorship activity.

The group agreed for the money raised from the Fund-raisin event to go towards the panto costs.

**Action:** Hollie to meet with Mr Melbourne to discuss the PTA positioning and options for the panto

**Action:** Hollie to update the Fund-raisin poster to explain what we are raising the money for and why.

---

## Fund-Raisin Event

---

A fund-raising event is being held 17 – 28 April, where each child will be given raisins, where they will get to eat and then have the challenge to fill the box with money. The class that raises the most money will win a prize of an infinity fidget toy made by Hollie. A hundred of these have been made so any spares will be sold at the fair. – See above for action.

---

## Communication

---

There was a discussion on how better to promote the work of the PTA and the events.

The group agreed for a Friends of Prettygate newsletter to be produced – potentially for each term.

Action: Hollie to draft the first newsletter to go out after Easter with an introduction of what is Friends of Prettygate, what the money raised so far has been spent on, the events, how they can get involved – including sign up for volunteers for the Summer Fair and to subscribe to mailing list.

It was agreed for PTA to see if they can attend the Welcome Event for new starters.

There was a discussion of identifying a champion from each year group to help raise the profile of the PTA, the events and volunteering.

RB	Racheal	RI	Vicky
1N	Heather	IG	Hollie
2MB	Sarah B	2T	Marie
3J	Emma	3K	
4CG	Faye	4P	Jayne
5FM		5L	
6P		6RM	

**Action:** Sarah to set up a PTA Champion What's app group.

**Action:** All to speak to their contacts to identify someone who be willing to be a champion for the missing year groups

Faye volunteered to help with the year 6 leaving activities.

**Action:** Faye to lead on the leaving hoodies and help with organising the Prom.

**Action:** Sarah to send Faye the email from the school regarding the company for the hoodies.

There was a discussion around the food for the prom and a suggestion was made to provide a goody bag instead.

At previous proms, the PTA has requested for a donation bowl to be provided to help cover the costs, which has not been successful. A suggestion was to set up a donation page and the group approved.

PTA Activities and Events Update

Activity	Action	Owner
Easter Quiz Night	<ul style="list-style-type: none"> <li>Seven tables have been booked (including Junior team) Working on securing an Infant team.</li> <li>HA to speak to the school to give another push for table sales in the newsletter, with a mention of how many tables have been sold so far.</li> <li>Quizzes have been written and raffle prizes sorted.</li> <li>Need to Buy snacks.</li> <li>Bring your own bottle.</li> </ul>	Hollie/ PTA Champions  Hollie
King's Coronation	<ul style="list-style-type: none"> <li>Hollie provided an update to the group.</li> <li>The gifts will need to be delivered to the school.</li> </ul>	Hollie/Sarah
Father's Day Secret Room	<ul style="list-style-type: none"> <li>Not discussed, but will need to promote via school newsletter, Facebook and PTA Champions.</li> </ul>	
Summer Festival	<ul style="list-style-type: none"> <li>Non uniform day to be held in May and the theme will be summer festival/ Hawaiian.</li> <li>PTA Champions to promote the link for the volunteer sign up and school lottery.</li> <li>Only five stall holders have paid (only two were non-food). HA to send email to all those that had registered interested and chase payment for those that have completed booking form.</li> <li>VE to speak to Love Local Owner to see if can help will stall holders.</li> <li>JR to speak to Helen regarding Scentsy stall.</li> <li>HA to send VE (Vicky) the booking form and the business letter.</li> <li>VE agreed to draft template letter for the business sponsorship and raffle prizes and help reach out for entertainer sponsorship.</li> <li>SB to speak to her contact regarding Estate Agent boards.</li> <li>Confirm if school choir will perform.</li> <li>It was agreed to run a summer themed shoebox competition prior to the fair and bring on the day. Such</li> </ul>	PTA Champions Hollie  Vicky Jayne Hollie  Vicky  Sarah B TBC

Activity	Action	Owner
	<p>as beach huts, grow flowers in wellies or tin cans. Possibly link to the school curriculum to see school would help with the competition as part of class.</p> <ul style="list-style-type: none"> <li>○ Prizes 3D medals.</li> <li>○ Emma to speak to Linda to produce the summer competition idea and to judge.</li> </ul> <ul style="list-style-type: none"> <li>● Agreed to invite new starters to the Summer Fair.</li> <li>● SB to organise skip.</li> <li>● There was a discussion on a brochure with the layout of the fair and list of the sponsorship details.</li> <li>● A few members said they have bags of teddies they can donate.</li> <li>● Emma to produce a adopt a teddy certificate A5 (two on a page).</li> </ul>	<p>Emma/Linda</p> <p>TBC</p> <p>Sarah</p> <p>Hollie</p> <p>Marie/Heather</p> <p>Emma</p>
Welcome Packs	<ul style="list-style-type: none"> <li>● Agreed to include information on PTA/ Friends of Prettygate, how they can get involved, up and coming events and what the events entail, PTA year group champions and volunteering opportunities.</li> </ul>	TBC

## AOB

- Meeting with Dom, Hollie, Sarah and Jayne to review accounts.
- PTA Wild area to plant seasonal bulbs and along driveway to be planted from September.
  - Mrs Jowers agreed that Gardening Club can help with the planting.
  - **Action:** Hollie to produce a list of bulbs
  - **Action:** Draft a donation letter to contact nurseries to see if they will donate bulbs.
- PTA to relook at the Wonka bar event – to be discussed at next meeting.

## Next Meeting

Friday 5 May 2023, 9:30am, Coffee Hog (Venue tbc nearer the time).

## Summary of Actions

Activity	Action	Owner
Website and Email System	DA (David) to set up the website and email system.	David
Easter Quiz Night	<ul style="list-style-type: none"> <li>● HA to speak to the school to give another push for table sales in the newsletter, with a mention of how many tables have been sold so far.</li> <li>● Volunteers needed.</li> <li>● Snacks to buy.</li> </ul>	Hollie/ PTA Champions
Panto	<ul style="list-style-type: none"> <li>● HA to meet with Mr Melbourne to discuss the PTA positioning and options for the panto and what support need from the school.</li> </ul>	Hollie
Fund-Raisin Event	<ul style="list-style-type: none"> <li>● HA to update the Fund-raisin poster to explain what we are raising the money for and why.</li> </ul>	Hollie

Activity	Action	Owner
Newsletter & Mailing List	<ul style="list-style-type: none"> <li>HA to draft the first newsletter to go out after Easter.</li> </ul>	Hollie
PTA Champions	<ul style="list-style-type: none"> <li>SB to set up a PTA Champion What's app group.</li> <li>All to speak to their contacts to identify someone who be willing to be a champion for the missing year groups.</li> </ul>	Sarah All
Year 6 Leaving	<ul style="list-style-type: none"> <li>FB (Faye) to lead on the leaving hoodies and help with organising the Prom.</li> <li>Sarah to send FB the email from the school regarding the company for the hoodies.</li> <li>A prom donation page to be established.</li> </ul>	Faye Sarah  TBC
Summer Fair	<ul style="list-style-type: none"> <li>PTA Champions to promote the link for the volunteer sign up and school lottery.</li> <li>JR will follow up to see if Mrs Jowers will run and expand the Sunflower planting offer. There is a possible clash with Skinny Jean Gardener school competition – JR to check.</li> <li>JR to chase Laura's Dance School to see if will do performance.</li> <li>HA to chase stall holders for their booking form and payment.</li> <li>VE (Vicky) to speak to Love Local Owner to see if can help will stall holders.</li> <li>JR to speak to Helen regarding Scentsy stall.</li> <li>HA to send VE the booking form and the business letter.</li> <li>VE agreed to draft template letter for the entertainer/ business sponsorship and raffle prizes.</li> <li>SB to speak to her contact regarding Estate Agent boards.</li> <li>EB (Emma) to speak to Linda to design the summer competition idea and to judge.</li> <li>Agreed to invite new starters to the Summer Fair.</li> <li>SB to organise skip.</li> <li>SB to put out a message for no more wellies needed.</li> <li>HA to design a brochure with the layout of the fair and list of the sponsorship details.</li> <li>EB to produce a adopt a teddy certificate A5 (two on a page).</li> </ul>	PTA Champions Jayne  Jayne Hollie Vicky Jayne Hollie Vicky Sarah Emma/Linda TBC Sarah Sarah Hollie Emma
Welcome Packs	<ul style="list-style-type: none"> <li>Create welcome packs with Friends of Prettygate information as discussed.</li> </ul>	TBC
Accounts	<ul style="list-style-type: none"> <li>Meeting with Dom, Hollie, Sarah and Jayne to review accounts.</li> </ul>	Hollie/Sarah/ Jayne
PTA Wild Area	<ul style="list-style-type: none"> <li>HA to produce a list of bulbs.</li> <li>Draft a donation letter to contact nurseries to see if they will donate bulbs.</li> </ul>	Hollie Vicky?
Father's Day Secret Room	<ul style="list-style-type: none"> <li>Will need to promote via school newsletter, Face book and PTA Champions network after Easter.</li> </ul>	All
Items for PTA agenda	<ul style="list-style-type: none"> <li>PTA to relook at the Wonka bar event.</li> </ul>	All