Friends of/ Prettygate PTA Monthly Meeting

Date | time 05/05/2023/ 09:30am

# In Attendance

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

# Apologies

Teresa Davies

# 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 |
| --- | --- | --- | --- |
| Website and Email System | DA (David) to set up the website and email system. | David | Item on the agenda. |
| Easter Quiz Night | * 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. * Volunteers needed. * Snacks to buy. | Hollie/ PTA Champions | Action complete - Item on the agenda. |
| Panto | * HA to meet with Mr Melbourne to discuss the PTA positioning and options for the panto and what support need from the school. | Hollie | Action complete – update on the agenda |
| Fund-Raisin Event | * HA to update the Fund-raisin poster to explain what we are raising the money for and why. | Hollie | Action complete – update on the agenda |
| Newsletter & Mailing List | * HA to draft the first newsletter to go out after Easter. | Hollie | Action complete |
| PTA Champions | * SB to set up a PTA Champion What’s app group. * All to speak to their contacts to identify someone who be willing to be a champion for the missing year groups. | Sarah  All | Action Complete. All year groups have a PTA Champion except year 6. New Champions for Reception will be identified next school year. |
| Year 6 Leaving | * FB (Faye) to lead on the leaving hoodies and help with organising the Prom. * Sarah to send FB the email from the school regarding the company for the hoodies. * A prom donation page to be established. | Faye  Sarah  TBC | Action complete. FB had contacted the School and Jen Thomson who is coordinating the Hoodies for this year. |
| Summer Fair | * PTA Champions to promote the link for the volunteer sign up and school lottery. * JR will follow up to see if Mrs Jowers will run and expand the Sunflower planting offer. Possible clash with Skinny Jean Gardener school competition – JR to check. * JR to chase Laura’s Dance School to see if will do performance. * HA to chase stall holders for their booking form and payment. * VE to speak to Love Local owner to see if can help will stall holders. * JR to speak to Helen regarding Scentsy stall. * HA to send VE the booking form and the business letter. * VE agreed to draft template letter for the entertainer/ business sponsorship and raffle prizes. * SB to speak to her contact regarding Estate Agent boards. * EB (Emma) to speak to Linda to design the summer competition idea and to judge. * Agreed to invite new starters to the Summer Fair. * SB to organise skip. * SB to put out a message for no more wellies needed. * HA to design a brochure with the layout of the fair and list of the sponsorship details. * EB to produce a adopt a teddy certificate A5 (two on a page). | PTA Champions  Jayne  Jayne  Hollie  Vicky  Jayne  Hollie  Vicky  Sarah  Emma/Linda  TBC  Sarah  Sarah  Hollie  Emma | PTA Champions to continue to promote.  Mrs Jowers have agreed to run and expand the offer to creating bug hotels.  JR to follow up with Laura with offer Laura can choose timings.  **Action carried over.**  **Action carried over.**  **JR to confirm with Helen a Scentsy stall with offer of a raffle prize.**  Action complete.  **Action in progress.**  Update on the agenda  Action complete – update on agenda.  Action part of the reception welcome days in June.  **Action carried over.**  Action complete  **Action in progress.**  **Action carried over.** |
| Welcome Packs | Create welcome packs with Friends of Prettygate information as discussed. | TBC | Packs to be handed out near to reception classes rather from a table in playground. Simpler pack. |
| Accounts | Meeting with Dom, Hollie, Sarah and Jayne to review accounts. | Hollie/Sarah/  Jayne | **Action carried over.** |
| PTA Wild Area | * HA to produce a list of bulbs. * Draft a donation letter to contact nurseries to see if they will donate bulbs. | Hollie  Vicky? | **Action carried over.** |
| Father’s Day Secret Room | Will need to promote via school newsletter, Face book and PTA Champions network after Easter. | All | **Action complete** |
| Items for PTA agenda | PTA to relook at the Wonka bar event. | All | Action on hold. |

# Website and Email System

Hollie provided and update on the website and email. The website is now live, but still under development. The school had concerns about the website and discussions will continue to ensure the website compliments/aligns with the school website.

**Action:** Organise a session to show Sarah B and Jayne how to edit and add content to the website.

# April Quiz Night

The event was well received, and there were requests for the event to be repeated.

The event raised £244. The trophy should now be in the school trophy cabinet with the winner’s names. A picture of the winners was published in the school newsletter.

# Fund-Raisins

A coin counter was purchased to help count the coins. £612.03 was raised. 2MB and 3K were the winners and the infinity fidget prizes for both classes were well received. Re-doing it the next year was agreed.

# Play equipment

The new play equipment has been installed. Because longer ropes are required, it cannot currently be used.

**Action:** Hollie to speak with Pentagon for them to provide their risk assessment to confirm the equipment is suitable for the infant’s age groups and to replace with longer ropes.

# Panto

Hollie gave the group an update from her discussion with Mr Millbourne. There was a discussion on the total cost for the panto (approximately £8,100+). This means the cost for the panto to parents is £12.50 per child. It was confirmed that the school can initially pay when required in June and PTA can provide their contribution after the summer fair. It was decided that the PTA would pay £3,000 towards the expense and to be explicit about the PTA events that contribute to the money-raising.

# Prom

There was a discussion on the cost of the prom. It was agreed that the prom will have a DJ, donut wall, magic mirror and photo booth.

**Actions:**

* Faye to talk with year 6 parents or via a survey regarding the food for the prom i.e. fish and chips, pizza or other buffet style etc.
* Sarah B to make enquires with DJs regarding the cost.
* Sarah B to speak to the school to confirm the prom date.

# Summer Fair

* Two new activities have been added to the summer fair – a chill out zone and bake-off auction. Emma and Faye said they can provide a 6by4 gazebo with sides for the chillout zone. Volunteers will be needed and request to be added to the online sign up.
* There was a discussion on the actions from the previous meeting.
* Hollie confirmed that she has received the site maps to plan the layout of the summer fair for the brochure.
* Sarah P mentioned in previous times that a slip used to go home to ask parents to volunteer with their child to run a stall to help them to learn about money as part of the curriculum. The group agreed and for this form to include a link to the online volunteer sign up.
* Sarah B confirmed that her contact for Estate Agent boards were unable to provide. Vicky has made enquires with TME English to see if they will provide the boards, a few for their sponsorship on the boards, banners and a full page of the brochure.
* There was a discussion about the summer competition. Emma and Faye confirmed that Linda would be happy to judge the competition. It was decided to replace the model-making with a bake-off with an auction for the baked goods, with Linda choosing the subject and Emma creating the poster.
  + Reception to year 1 to decorate six cookies/biscuits.
  + Years 2 -3 to make six cupcakes.
  + Years 4-6 to back a cake.
* Non-uniform day is on 26 May. Summer festival theme in exchange for items. Sarah confirmed the PTA has a standard list of items for each year group that will be used.

**Actions:**

* Emma and Faye to provide a 6by4 gazebo for the chillout zone.
* Sarah B to add volunteers to the online volunteer sign up for the chillout Zone and bake-off auction.
* See actions carried over from previous meeting.
* Sarah B to draft text for PTA Champions to ask for volunteers to sign up for the Estate Agent Boards and for another push for volunteers on the day.
* Hollie, Sarah B, Vicky and Jayne to meet on 12 May 9:00am to run through the outstanding Summer Fair tasks and identify plan of action.
* Linda (Via Emma and Faye) to pick the bake-off theme and for Emma to design the poster.
* Hollie to speak to the Sen Governor if they would volunteer for the Chillout Zone.
* Emma, Marie and Heather have teddies to donate.

# Future PTA Events

The group agreed to the following PTA activities and events for the next year.

September – Coffee morning (include stalls).

October – Bingo night and Sponsor ABC (child to put in an item in a small box beginning with letter of alphabet, each class teacher is a judge).

November – My child art – Christmas.

December – Christmas secret room and Christmas fair.

January – Gift amnesty.

February – Virtual balloon race

March – Mother’s Day secret room and Gift amnesty hamper raffle

April – Fund-raisin

May – Quiz night

June – Father’s Day secret room

July – Summer Fair

**Actions:**

* Hollie to email the school for the school to confirm dates for these events.
* Hollie 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.

# AOB

* There was a discussion about the presence of the PTA at the new starter’s welcome days. Dates to be confirmed.
* PTA Meeting venue - Sarah B mentioned that previous PTA meetings were held at Prettygate Pub.
* There was a suggestion to hold an evening PTA meeting next year to give a presentation about the PTA, open to all parents and teachers.
  + Another suggestion was to host an online meeting.

**Actions:**

* Hollie to speak with the pub and try to book for the next meeting on 9 June.
* Hollie to check with the Site Manager which night he would be willing to open the school.

# Next Meeting

Friday 9 June 2023, 9:30am, Prettygate Pub (Venue tbc nearer the time).

# Summary of Actions

| Activity | Action | Owner |
| --- | --- | --- |
| 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 | HA to speak with Pentagon for them to provide their risk assessment to confirm the equipment is suitable for the infant’s age groups and to replace with longer ropes. | Hollie |
| Panto | Notify the school of the PTAs financial contribution. |  |
| Prom | * FB to talk with year 6 parents or via a survey regarding the food for the prom i.e. fish and chips, pizza or other buffet style etc. * SB to make enquires with DJs regarding the cost. * SB to speak to the school to confirm the prom date. | Faye  Sarah  Sarah |
| Summer Fair | * EB and FB to provide a 6by4 gazebo for the chillout zone. * SB to add volunteers to the online volunteer sign up for the chillout Zone and bake-off auction. * HA to follow up with stall holders for their booking form and payment. * VE to speak to Love Local owner to see if can help will stall holders. * JR to follow up with Laura’s Dance School. * JR to confirm with Helen regarding a Scentsy stall and potential raffle prize. * VE agreed to draft template letter for the entertainer/ business sponsorship and raffle prizes. * SB to organise skip. * HA to design a brochure with the layout of the fair and list of the sponsorship details. * EB to produce a adopt a teddy certificate A5 (two on a page). * SB to draft text for PTA Champions to ask for volunteers to sign up for the Estate Agent Boards and for another push for volunteers on the day. * HA, SB, VE and JR to meet on 12 May 9:00am to run through the outstanding Summer Fair tasks and identify plan of action. * Linda (Via EB and FB) to pick the bake-off theme and for Emma to design the poster. * HA to speak to the Sen Governor if they would volunteer for the Chillout Zone. * EB, MRW and HV to donate teddies. | Emma/Faye  Sarah  Hollie  Vicky  Jayne  Jayne  Vicky  Sarah  Hollie  Emma  Sarah/ PTA Champions  Hollie/Sarah/  Vicky/Jayne  Emma/ Faye  Hollie  Emma/Marie/ Heather |
| Future PTA events | * 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. | Hollie  Hollie |
| AOB | * HA to speak with the pub and try to book for the next meeting on 9 June. * Hollie to check with the Site Manager which night he would be willing to open the school. | Hollie  Hollie |
| Accounts | * Meeting with DB, HA, SB and JR to review accounts. | Dom/Hollie/ Sarah/ Jayne |
| PTA Wild Area | * HA to produce a list of bulbs. * Draft a donation letter to contact nurseries to see if they will donate bulbs. | Hollie  Vicky? |