

Friends of/ Prettygate PTA Monthly Meeting

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

In Attendance

Sarah Brown (Chair), Hollie Allen (Co-Chair), Jayne Rogers, Vicky Edwards, Marie Ranson-Walters., Emma Buckfield, Teresa Davies, Sarah Perkins and Maria Kyropoulou

Apologies

Dom Bowers, Faye Buckfield, Heather Vickers

Welcome

Maria Kyropoulou 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
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	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	No update. Pentagon still to fix the ropes.
Panto	Notify the school of the PTAs financial contribution.		£3,000 PTA contribution agreed with school.
Prom	<ul style="list-style-type: none"> 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	School will be sending out food order for fish & chips. DJ & magic mirror booked. Date confirmed -18 th July.
Summer Fair	<ul style="list-style-type: none"> 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. 	Emma/Faye Sarah Hollie Vicky Jayne Jayne Vicky Sarah Hollie	Action carried over. Action complete. Action Complete. Action Complete. Awaiting response from Laura Action Complete. Action Complete. SB to confirm skip is coming. In Progress.

Activity	Action	Owner	Status
	<ul style="list-style-type: none"> 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 Sarah/ PTA Champions Hollie/Sarah/ Vicky/Jayne Emma/ Faye Hollie Emma/Marie/ Heather	In Progress. Action complete Action Complete. Poster design & themes to be confirmed. Agreed tent to be unmanned. Action complete.
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. 	Hollie Hollie	Action carried over. Action carried over.
AOB	<ul style="list-style-type: none"> 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	Action Complete. Action carried over.
Accounts	<ul style="list-style-type: none"> Meeting with DB, HA, SB and JR to review accounts. 	Dom/Hollie/ Sarah/ Jayne	Agreed the accounts to be filled in September and AGM meeting to be held in September.
PTA Wild Area	<ul style="list-style-type: none"> 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. Send letter out in September

Accounts

Hollie mentioned that software is to be purchased to allow bank transfers and to be able to code items by events to make easier to monitor spend for each event. The four trustees will be able to access and review.

The group approved of the £5 monthly fee for the software and for the submission for accounts to be held in September.

Action: Hollie to purchase software to manage PTA accounts.

Prom

Action: Sarah B to book the doughnut wall.

Summer Fair

Stalls

- The fair has 12 stalls, this includes food and drink.
- 3 sponsors, which one has contributed to sponsor the banner.
- Some the games stalls have been combined. Games will range from 50p to £1.

- Children will need wristbands to use the inflatables, which can be purchased from the Friends of Prettygate Stall.
- Mr Flannigan is looking to purchase temporary fences for the inflatables area.
- A poster has been created for the bake-off stall, just need to add the themes for each category.
- Hollie confirms that there will be medals and wooden spoon for each year group.
- Emma confirmed she was working on the adopt the bear certificate.
- There will be guess how much Lego in the tub, where the winner will win the Lego.
- Hollie to provide Sarah B a list of sponsors for each stall so a label can be added to the stall signs.
- Hollie mentioned that Mrs Hughes would like to help with the seed stall. There was a suggestion whether she could link the stall with forest School.

Volunteers

- 28 volunteers are still needed on the day. Hollie confirmed that the sign-up sheet will now be advertised to teachers. There was a question whether this reaches other school staff and the mid-day assistants.
- It was agreed to rename the Friends of Prettygate stall on the volunteer sign-up to make it clearer to people what the stall is selling.
- Volunteers will be given a lanyard with contact details to notify if a person has not turned up to take over the stall.
- There was a discussion about seeing if year 6 can help on the day.
- Marie and Jayne to speak to Mrs Hindle and Mrs Carter to see if they can help on the day.

Raffle prizes

- Icini Gymnastics have donated vouchers.
- There have not been enough raffle prizes donated, but lots of tombola items were donated from the non-pupil day. So, Hollie and Sarah B are going to make up 5-6 hampers.
- Vicky advised she has a few more items for the hampers.
- Vicky and Emma offered to speak to local shops and Coffee Hog to see if they will donate and to distribute posters advertising the fair.
- Sarah P said she will speak with her daughter to see if Greggs would be willing to provide a raffle prize.
- Class champions to send out a message to see if any parents with business would be willing to donate a raffle prize.

Performance

- There was a discussion on possible performances:
 - Mrs Payne and Miss Lambert – school dance
 - Mr Gilbert – Skipping
 - Mr Shaw – Football skills
 - Mrs West – Netball skills or Multi skills
- The DJ to make announcements of the sponsors, stalls, and what the PTA/School is fundraising for.
- It was agreed to dedicate one hour for Prettygate got talent (open mic). Not to be judged.
- It was suggested to borrow a flipchart from school to provide a list of performance timetable and for the DJ to announce a reminder.
- Hollie confirmed that the Fire Service will be attending.

Fair layout

- Hollie showed the group the potential layout of the fair.

- Hay bales will be provided and dotted around for people to sit on, based on feedback from last year's fair.

Entrance Fee:

There was a discussion on the entrance fee. It was agreed to amend the entrance fee to adults £2, Under 16 £1 and 3 years and under free or Family of four £5.

It was confirmed that new parents have been notified of the fair.

Actions:

- Emma to confirm the bake-off theme to be added to the bake-off poster.
- Hollie to get medals and wooden spoons for the Bake-Off.
- Hollie and Sarah B to produce an answer sheet for the Lego stall.
- Hollie to provide Sarah B a list of sponsors for each stall so a label can be added to the stall signs.
- Jayne 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.
- Check if the volunteer sign-up sheet has been circulated to all school staff and mid-day assistants.
- Sarah B to rename the Friends of Prettygate stall on the volunteer sign-up to wristbands, soft drinks, and other items.
- Sarah B to update the lanyards with new contact details.
- Hollie to speak to Mr Millbourne regarding year 6 help on the day.
- Hollie and Sarah B to make up 5-6 hampers for the raffle.
- Vicky and Emma to speak to local Shops and Coffee Hog regarding a raffle prize.
- Sarah P 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.
- Hollie/All to speak to the teachers to see if they would be willing to do a demonstration or performance.
- Hollie to provide a list of sponsors for Sarah to draw up a list of announcements for the DJ, including stalls and what PTA/School fundraising for.
- Hollie to produce a poster for Prettygate Got Talent.
- Ask to borrow a flip chart for the performance timetable.
- Hollie and Sarah B to update the posters and the banner with the new entrance fee.

Raising the profile of the PTA

There was a discussion on how the PTA could build the relationship with the school to improve the two-way coordination of activities and support. There was a suggestion to do an activity with teachers and school staff possibly on a non-pupil day. A meeting will be required with Mr Millbourne and potential involve Mrs Hughes, Mr Shaw and Lauren, Business manager in these discussions. An action for the new school year.

Hollie confirmed that she will be attending the new parent coffee morning on 18 July, 9:30am, where leaflets on the PTA, links to the website and contact details will be made available. Vicky mentioned that she would be interested to attend.

Actions:

- Hollie to send Vicky the details for the new parent coffee morning.
- Hollie 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.

There was a discussion on whether t-shirts with Friends of Prettygate on should be purchased for volunteers. It was agreed that Trustee members should have a t-shirt for events.

Actions:

- **Sarah B, Dom and Jayne to provide Hollie with t-shirt size and for Hollie to make the t-shirts.**
- **Hollie to design a Friends of Prettygate logo, that incorporates the gates.**

Next Meeting

Friday 23 June 2023, 9:00am, The Prettygate (Pub)

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	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. • 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
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
Prom	SB to book the doughnut wall.	Sarah
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. 	Jayne Sarah Hollie Emma Emma

Activity	Action	Owner
	<ul style="list-style-type: none"> • 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 • 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. <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. 	<p>Hollie Hollie/Sarah Hollie/Sarah Jayne</p> <p>Sarah Sarah Hollie Marie/Jayne</p> <p>Hollie/Sarah Vicky/Emma Sarah P Class Champions.</p> <p>Hollie/All</p> <p>Hollie, Sarah Hollie</p> <p>Hollie, Sarah</p>
Raising the Profile of the PTA	<ul style="list-style-type: none"> • HA to send VE the details for the new parent coffee morning. • 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. 	<p>Hollie Hollie Action for September – keep on agenda.</p>
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. 	<p>Sarah B, Dom, Jayne, Hollie</p>

Activity	Action	Owner
	<ul style="list-style-type: none"><li data-bbox="443 159 1260 218">• HA to design a Friends of Prettygate logo, that incorporates the gates.	Hollie