**Wednesday 25th October – PTA General Meeting**

**Intro and Attendees**

1. Mark – Chair of PTA
2. Steph – Year 1
3. Natasha Wood – Head Teacher
4. Richard Cotton – SEN Co, Year 5 Teacher
5. Charlotte – Year 1
6. Annette – Year 1 and Year 4
7. Sarah – PTA Treasurer, Year 5 nad Year 3
8. Peter –Reception
9. Emma – Year 4
10. Emma Forrester– Deputy Head Teacher
11. Sophie – Year 1
12. Chrissy – Year 2 and 6
13. Caroline – Year 2

**Mark and Sarah – Run through of role duties**

**Mrs Wood:**

* PTA must report the audited figures once a year, agreed to submit a spreadsheet at the start of the academic year.
* Learning Exhibition – some topics will be Uniform and Homework – all invited.
* Children have been approached about PTA Funding Focus - two things that children want us to change are Playground and KS2 toilets (8 cubicles across 120 children). Specific quotes will be needed to gauge costing.

**Vacancies:**

* Deputy Chair
* Media Officer
* Secretary role in next 12 months – agendas, minute taking, following up on actions.

**Main events and ideas for 24/25:**

**CONFIRMED:**

1. Fireworks – Nov 7th Bonfire (Risk Assessment will be needed before official confirmation)
2. Christmas Fair – Dec 6th (Santa Queuing Process must be addressed, new banners needed)
3. Garden Party – Summertime (Church willing to participate more)
4. Sports Day – Summertime (Agreement to discuss nearer the time how we can make it a school+PTA Event)

**IDEAS:**

1. Last Friday of each month ‘Ice Cream Friday’ - Summertime
2. Valentine Disco – February
3. Should we remove Mothers and Fathers Rooms – and do just one present room for Valentines.
4. Quiz Night – Hosted by Richard Cotton
5. Children’s Festival (Bands, Entertainers) - Summertime
6. Team School Triathlon – no specific time

**Raffles:**

Two confirmed raffles for the year – Christmas Fair and Garden Party. (Third raffle specific for Push The Button at Fireworks.

**Non Uniform Days this term**:

Two non-uniform days for contributions to Choc/Bottle Tombola and Elfridges Gifts.

**Confirmation of Reps:**

Reception: Peter + Maddie

Year 1: Steph

Year 2 : Caroline

Year 3: TBC

Year 4: Emma and Annette

Year 5: TBC

Year 6: Chrissy

**ACTIONS:**

1. Confirm Non-Unform Dates and publish on Newsletter ASAP – Mrs Wood
2. Confirm next PTA meeting date for Fireworks (in next 3 weeks) and share with Sarah – Mrs Wood
3. Post on Rep FB Group that we will be moving to Whatsapp and create Whatsapp Group – Sarah
4. Review Year 3 and Year 5 reps and lock down - Sarah
5. Send over content for PTA section of Official School website to Emma to upload – Annette
6. Plan out dates for events and non-uniform days and share with Sarah and Natasha for approval. This will then be added onto the Newsletter. – Annette
7. Premium Pupil Funding – donate £500 for Premium children to attend school trips - Sarah
8. Parent Survey to be shared school wide on PTA Funding project focus, same email to include confirmation of what PTA contributed to last academic year, and shout-out for any parents who have Match Funding with their employer - Sarah
9. Treasurer share figures with Mrs Wood for presentation to Governing Board - Sarah
10. Trial School Spider and School Official Facebook – and remove the PTA Facebook Account