

## PTA Meeting – 15<sup>th</sup> June 2023 Minutes

**Chair: Victoria McManaman**

**Attendees:** Mrs Busby, Carly Edwards, Sophie Norbury, Sarah Malkin, Nancy Keene, Lucy McAteer, Natalie Roche, Helen Littlewood, Wendy Mateus, Becky Hansen, Gemma Malik, Michelle Solanki, Emma Avery-Gee, Melanie Peake, Alex Thompson, Rebecca Igoe, Lisa Hargreaves, Kate Quinn, Hannah Norton

**Apologies:** Mrs Vayro, Katie Ecklesley, Jade Mills, Panna Sharma, Carrie Dundas, Tiffany Pitchforth, Arthi Iyer, Asha Chohan, Chantal Mills, Mel Sheehy

### Agenda:

Welcome and recap from previous meeting

Treasurers report

Debrief past events – Easter Egg Hunt, HPS Ball

Future events

Money requests

AOB

<b>Minutes from Previous Meeting:</b> Previous minutes agreed.	<b>INFO</b>
<b>Treasurers Report – Sarah Malkin</b>  £26,482 in the Bank.  Outgoings £3,372 (more playground equipment, leavers hoodies, Coronation expenses, sports bibs, sports day drinks)  Incomings £11,330 (second hand uniform, HPS Ball)	<b>INFO</b>
<b>Money Requests</b>  Contribution to each subject leader to purchase software and resources to help with skills, knowledge and development.  I pads – Mrs Busby to confirm  Cool boxes – HPS logo	<b>INFO</b>
<b>Debrief of Events</b>  <b>Easter Egg Hunt</b> – a great day enjoyed by everyone that attended thank you to year 4 for arranging. We do need a new venue for next year due to inflatable issues – PTA to research this for next year.	<b>INFO</b>

<p><b>HPS Ball</b> – A fantastic night enjoyed by all with a huge amount of money raised on the evening. To book a venue and generate a ball team for next year. To provide coloured tickets in balloons for raffle prizes so winners can identify easier. To outsource balloons next year.</p>	
<p><b>Forthcoming Events</b></p> <p><b>Infant Disco – 27th June</b> - Michelle Solanki to lead, DJ deposit has been paid. Flye to go out imminently.</p> <p><b>Year 6 Leavers Party</b> – to be held at Double Tree Hilton.</p> <p><b>Last day of school</b> – to book ice cream van for the playground.</p> <p><b>Parents social</b> – next school year (Sept/Oct) To confirm a date and book House.</p> <p><b>Halloween Disco</b> – Venue and DJ booked – to look into if its feasible to do something separate for infants and juniors.</p>	<p><b>INFO</b></p> <p><b>MS</b></p> <p><b>YR 6</b></p> <p><b>PTA</b></p> <p><b>PTA</b></p> <p><b>PTA</b></p>
<p><b>AOB</b></p> <p><b>PTA Vacancies</b> – Looking for a PTA Chair to take Victoria’s place next year with a view to take on this role for a 2–3-year term if anyone is interested, please let Victoria know. Lots of the current PTA volunteers have children in the older years who will be leaving soon. We would like the PTA team to grow and recruit new parents within the school. The PTA organises amazing events for both the children and parents to attend.</p> <p><b>Treasurer</b> – Nisha would like to step down by Xmas this year so we are looking for a new treasurer to work alongside Sarah Malkin.</p> <p><b>Class reps</b> – Existing class reps to put out a message for volunteers for new class reps for the next school year.</p> <p><b>New website/App</b> – to be launched in the next academic school year.</p> <p><b>Halloween Disco</b> – need to find a new storage solution for all the Halloween Disco equipment. Need to replace some of the decorations, Lisa Hargreaves to provide a list of what is needed.</p>	<p><b>INFO</b></p>
<p><b>Next PTA Meeting TBC</b></p>	

Ongoing Actions not discussed in recent meeting.	Owner / Date
<p><b>Class Reps Names are as follows.</b>  Reception – Carly Edwards / Helen Littlewood  Yr 1 – Jocelyn Tillaka / Michelle Solanki  Yr 2 – Livia Drabble / Sophie Langley  Yr 3 – Nancy Keene / Sarah Ali-Raza  Yr 4 – Natalie Roche / Panna Sharma  Yr 5 – Mel Sheehey</p>	<p><b>INFO</b></p>

Yr 6 – Hannah Norton / Kate Quinn / Niamh Millrine

**Event Organisation:**

<b>EVENT</b>	<b>MONTH</b>	<b>RUN BY</b>
Sports day Refreshments	May	PTA
Infant Disco	June/July	MS Yr 1
Year 6 leavers events	June/July	Year 6
Parents social	June/July	PTA
Halloween Disco	November	PTA

**2<sup>nd</sup> Hand Uniform** – Sophie Norbury