

PTA Meeting – 14th September 2023 Minutes

Chair: Jade Mills

Attendees: Mrs Busby, Mrs Leyland, Carly Edwards, Sophie Norbury, Sarah Malkin, Nancy Keene, Lucy McAteer, Charlotte Conway, Kaya Jones, Asha Chohan, Michelle Solanki, Emma Avery-Gee, Rebecca Igoe, Parisa Mostoufi, Samantha Yiu, Sonia Beech, Pauline Gueye, Lizzie Goswamy, Arthi Iyer, Tiffany Pitchforth, Freya Chan, Jocelyn Tochor, Livia Drabble, Adeda Onts, Hannah Norton

Apologies: Mrs Vayro, Adele Kershaw, Katie Eckersley, Mel Sheehy, Sarah Ali Raza

Agenda:

Welcome and recap from previous meeting

Treasurers report

Debrief past events – Yr 6 Leavers

Future events

Money requests

AOB

Minutes from Previous Meeting: Previous minutes agreed.	INFO
Treasurers Report – Sarah Malkin £5,531 in the Bank. Outgoings £21,873 (£10,000 teaching equipment, £84 learning calculators, £500 PTA leavers contribution, £2,000 mental health contribution, £7,938 I pads, £1,236 23/24 event deposits, £115 presents) Incomings £922 (Christmas cards, uniform, infant disco)	INFO
Money Requests No new requests	INFO
Debrief of Events Year 6 Leavers – Two great events, the leavers party at the Hilton and the last day of term - enjoyed by everyone that attended. Feedback has been given to existing year 6 parents in terms of organisation for next year. The Hilton has been booked again for Saturday 6 th July 2024 and a team of volunteers to organise this has been put together.	INFO YR 6

<p>Forthcoming Events</p> <p>Parents social – 6th October, House Altrincham, flyers to go out tomorrow.</p> <p>Halloween Disco – 2nd November, Cresta Court. Venue and DJ booked – to get a team together for décor and supervision of games.</p> <p>Christmas Fair – 2nd December, Mel Sheehy has offered to run this event, to get a team of helpers together to assist.</p> <p>Easter Egg Hunt – 28th March, venue TBC, to get a team together to run this event.</p> <p>HPS Ball – 18th May, venue TBC, a team has been put together to start organising this.</p>	<p>INFO</p> <p>PTA</p> <p>PTA</p> <p>MS</p> <p>PTA</p> <p>PTA</p>
<p>AOB</p> <p>Christmas Cards- Michelle Solanki has offered to run this year</p> <p>Tea towel project- Tiffany Pitchforth has offered to run this year with Sophie Norbury and Helen Littlewood</p> <p>Storage – Michelle Solanki has offered to store the Christmas fair decorations/candyfloss, popcorn machines etc at her house. She has also offered to store any second-hand uniform.</p> <p>Treasurer – 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>Halloween Disco – 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>Wellies – it has been suggested that children bring in wellies for wet days, racks to be provided – Kate Eckersley to look into this.</p> <p>Dressing up Clothes – To ask for any donations from parents for clothes for children to use at break times for dressing up.</p> <p>Paperless Events – Going forward all events organised to be paperless where possible, and to encourage a lot more electronic payment. PTA to purchase a box to be stored at school for anyone who wishes to still pay by cash/cheque. Any comments parents may wish to raise with PTA can also be put in here.</p> <p>Newsletter – For the time being the newsletter will be sent via e mail, the spider app and it will be on the website.</p> <p>PTA section on school website- PTA to organise with Mrs Vayro/ Mrs Wilson. PTA events to be updated/ listed on school calendar.</p>	<p>INFO</p>

<p>PTA Welcome letter- PTA to send a welcome letter to all parents explaining what the PTA does/ where funds raised have been spent etc.</p> <p>Raffle prizes- Event organisers to include a list of raffle prize winners in the following week's newsletter.</p> <p>PTA Helpers Whatsapp group- Jade to add those present at PTA meeting to existing PTA whatsapp group along with current class reps.</p> <p>PTA constitution- Sarah Malkin to send out information re upcoming AGM.</p> <p>Assistant Treasurer- Sarah Malkin looking for Assistant Treasurer. Lizzie Goswamy has volunteered.</p>	
Next PTA Meeting TBC	

Ongoing Actions not discussed in recent meeting.	Owner / Date															
<p>Class Reps Names are as follows. Reception – Tarifa Simpson / Jocelyn Tochor Yr 1 – Kaya Jones/ Asha Chohan Yr 2 – Michelle Solanki / Rebecca Hansen Yr 3 – Emma Avery-Gee / Adele Kershaw Yr 4 – Sonia Blake / Olivia Sadiq Yr 5 – Martine Speight/Nadia Gazeley Yr 6 – Katie Eckersley, Susan Eccles, Kate Worsley</p> <p>Event Organisation:</p> <table border="1"> <thead> <tr> <th>EVENT</th> <th>MONTH</th> <th>RUN BY</th> </tr> </thead> <tbody> <tr> <td>Parents social</td> <td>October</td> <td>PTA</td> </tr> <tr> <td>Halloween Disco</td> <td>November</td> <td>PTA</td> </tr> <tr> <td>Christmas Fair</td> <td>December</td> <td>Mel Sheehey</td> </tr> <tr> <td>2nd Hand Uniform</td> <td>September</td> <td>Sophie Norbury</td> </tr> </tbody> </table>	EVENT	MONTH	RUN BY	Parents social	October	PTA	Halloween Disco	November	PTA	Christmas Fair	December	Mel Sheehey	2nd Hand Uniform	September	Sophie Norbury	INFO
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