

PTA Meeting – 20th June 2024 Minutes

Chair: Sophie Norbury

Attendees: Mrs Vayro, Carly Edwards, Sophie Norbury, Lucy McAteer, Melanie Peake, Michelle Solanki, Natalie Roche, Livia Drabble, Lizzie Goswamy, Daniella Gokani

Apologies: Emma Avery-Gee, Tarifa Simpson, Adele Kershaw, Katie Eckersley, Jocelyn Tochor, Rebecca Hansen

Agenda:

Welcome and recap from previous meeting

Treasurers report

Debrief past events

Future events

Money requests

AOB

<p>Treasurers Report – Sarah Malkin – read by Lizzie Goswamy</p> <p>Incomings since the last meeting have increased by £1,538 which are mainly due to increased uniform sales of £1,560. Other changes include additional tea towel sales and a small cost of £28 from the Easter Egg hunt which is a non-profit making event.</p> <p>Outgoings since the last meeting are £8,918 higher, due to a commitment towards of £7,500 for the library refurbishment, £777 for leaver’s hoodies, £250 additional contribution to the leavers do, £269 additional sports team kits £269, £83 sports day refreshments, £40 flowers for Mrs Wilson.</p> <p>The bank balance as at 25th January 2024 is £13,057 in the Bank and an additional £1,250 is due from Stripe for sales taken and the balance not yet received.</p> <p>Some of the outgoings have been committed but not yet been paid at the time of the meeting, including infant disco costs, library refurbishment, leaver’s hoodies and the additional contribution to the leaver’s do. The closing bank balance is expected to be £5,298 once all of the commitments have been paid for.</p>	<p>INFO</p>
<p>Money Requests</p> <p>No new money requests at this stage</p>	<p>INFO</p>

<p>Debrief of Events</p> <p>Easter Egg Hunt – This again was a huge success thoroughly enjoyed by the children. It was noted that it worked well splitting the infants and the juniors up to make it fairer to the younger ones. Thank you to Sonia Blake and Olivia Sadiq, Year 4 Class reps for all your efforts organising.</p> <p>HPS Ball – this event unfortunately did not go ahead this year due to lack of uptake of interested parents.</p> <p>Children’s class fundraisers – this was a great success organised by Mrs Vayro and the teachers where each class did their own individual fundraiser! The kids had a great time and raised a lot of money for the new library project.</p>	<p>INFO</p>
<p>Forthcoming Events</p> <p>Infant Disco – 25th June, Bowdon Cricket Club. Thank you to Melanie Peake who has offered to run this event and get a team together to help. Risk assessment for this event has been completed.</p> <p>Year 6 leavers – 6th July leavers ball – Hilton Hotel. 11th July- last day of term event – a Year 6 team of parents are organising both of these.</p> <p>11th July – (last day of term) an ice cream van has been organised by Sophie Norbury for in the school playground for all the children to purchase ice creams at noon.</p> <p>Parents Social – 26th September a quiz and curry night at Sigiriya to be arranged by Carly Edwards, information to go out before the end of the summer term.</p> <p>Halloween Disco – A change of format this year due to the way Halloween falls in the school holidays. It was suggested that a Halloween- themed day takes place at school on the last day of term – Friday 18th October.</p> <p>Christmas Fair – Saturday 7th December – team needed to run this event. Mel Sheehy has a folder of helpful notes to hand over. Suggestions- take out the cake sale to reduce volunteers needed. Possibly bring back outdoor games. Token system for tombola etc to make the event cashless. Don’t do indoor games room. Is it necessary to put the marquee up and set up tables and chairs or could it be ore of a standing event? This would reduce the need for volunteers in the morning to set up and take down afterwards.</p> <p>Easter Egg Hunt - Bowdon rugby club booked Friday 4th April 2025 – year 4 to run this event.</p> <p>PTA Meetings – 19th September 7pm 16th January 9am 12th June time TBC</p> <p>All meetings will take place in the school hall. We really do need as many new faces at these meetings for all these events to go ahead. One class rep from each year should attend these meetings.</p>	<p>INFO</p> <p>MP</p> <p>YR 6</p> <p>SN</p> <p>CE</p> <p>PTA</p> <p>PTA</p>

<p>AOB</p> <p>Chair – A new chair is needed for the new school term. It is suggested that someone takes the role on for 1 year only alongside a Deputy Chair. The following year the Chair steps back and the Deputy Chair takes on the role of Chair.</p> <p>There are some parents starting in Reception who have kindly shown interest in becoming involved with the PTA but need time to settle into the school before taking on any formal roles.</p> <p>Class reps – New class reps have all been confirmed for 2024/2025. Thanks go to last year’s class reps for all their input.</p> <p>2024/2025 Class Reps Names are as follows.</p> <p>Reception – Sara Furnivall/ Chantal Mills Yr 1 – Daniella Gokani/ Katie Manterfield Yr 2 – Arthi Sarma / Tiffany Pitchforth Yr 3 – Freya Renata / Rachel Ordman Yr 4 – Natalie Roche / Tarifa Simpson Yr 5 – Antoinette Burns Yr 6 – Zohra Meghji/ Aylin Erucan</p> <p>The above information was handed to Mrs Vayro to pass to Mrs Wilson so that class reps’ names can be updated on the school website (Password protected parents’ section). No phone numbers to be put on the website, names only.</p> <p>It was decided on events being run by specific year groups as had been done in the past. It was discussed that this shouldn’t fall just to Class Reps but rather individuals from that year. As follows:</p> <p>Reception- Infant Disco (Melanie Peake is already looking at booking next year’s venue and DJ) Year 1- Halloween event (in school this year as above) Year 2- Christmas Fair (with someone from any year leading) Year 3- Christmas Fair (with someone from any year leading) Year 4- Easter Egg Hunt (Natalie Roche has booked Bowdon Rugby Club/ inflatables already) Year 5- Halloween event (in school this year as above) Year 6- Y6 Leavers party and Last day event</p> <p>Second Hand Uniform – Thank you to Katie Eckersley, Helen Littlewood and Tiffany Pitchforth for offering to take over the running of this in the new school term. Uniform is now all stored in the school store room. There will also be an honesty policy implemented whereby parents can access the uniform themselves if items are needed outside of the second-hand uniform sale dates.</p>	<p>INFO</p> <p>Class reps</p> <p>PTA</p>
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Halloween decorations storage – Thank you to Maggie Hung for offering to store all the disco decorations.

Risk assessments- thanks to Charlotte Conway for carrying out risk assessments on each event the PTA currently hold. Going forward, as long as the location/ format of the events stay the same, the date will just need changing as well as any names mentioned in the relevant risk assessment.

Library – set to be completed over the summer holidays.

Fundraising ideas- a colour run, break the rules day, movie night.

School ball- possibility of a less formal ball during the summer term- maybe canapes, an acoustic singer, a DJ and entertainments rather than a sit down, formal event?