**PTA Meeting Minutes**

**Wednesday 14th October 2020, 8.00pm**

**via Zoom due to Covid-19**

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| **No.** | **Agenda Item & Notes** |
|  | **Welcome, note attendance and apologies**  **In attendance**  Jen Plenty (Chair)  Rachel Haffenden (Secretary)  Laura Dunbar (Treasurer)  Ailsa Body (Treasurer)  Laura Henger  Jo de Bry  Katherine Field  Amy Hayden  Ann MacGregor (Head Teacher)  Sharon Brooker  Christa Baker  Sharon Stewart  Caroline Dawes  Julia Trzebinski  Lindsay Jupp  Anita Mears  Gemma Stone  Sharon Stewart  **Apologies**  Lucy Bryant  Nicola Brewerton |
|  | **Approve the minutes of the last meeting**  Approved |
|  | **Chairs’ Report**   * Jen acknowledged that fundraising opportunities would be limited this term due to Covid-19 and that the focus of events should be to provide fun for children in school * Bags to School – successful collection with lots of donations. Amount raised currently unknown. Jen thanked Mary Aarons, Jo and Kat for co-ordinating this event. 2nd collection arranged 28th April 2021 * Jen thanked Committee for ongoing support. * Jen thanked Class Reps. |
|  | **Treasurer’s Report**  Laura Dunbar presented summary of the accounts.   * See attached summary of accounts. * Voluntary Contributions income sits the same as last year. * Easyfundraising and Amazon Smile up 10% on last year – need to continue to encourage parents to sign up to this. * Charitable Events - Down 15% on last year due to not being able to run the Summer Fair and Bonfire Night/Christmas Fair unable to go ahead. * Spent – continue to fund Forest School, books, Opera Brava, Outdoor Play Equipment, year group allocation. * Balance - £40,000 – allocated £18,000 Outdoor Classroom and year group budgets. * Grants – looking into and applying for grants. Henley, Lawsons Trust and supermarkets. |
|  | **Head Teacher’s Report**   * Outdoor classroom building work progressing – thank you to efforts for all those involved. * Reception outdoor playhouse being enjoyed. * Year Groups who have spent their funding are enjoying their new resources. * Challenging time for all staff and children – school want to make school a fun experience for the children as much as possible. Panto will be visiting school and performing for half an hour for each year group bubble in the hall, with a clean down in between. * Request Class Reps to remind parents to ensure children do not run around on field at end of the day, school works hard to keep bubbles separate. * Damson (yr 1) & Reception waiting in the same area at drop off – Damson to use field door in the morning to ease congestion. * Jen thanked all staff for their ongoing hard work in these challenging times, on behalf of PTA. |
|  | **Funding Requests**  None at this time |
|  | **Cancelled events due to COVID-19**   * Mayors Procession – Laura H to take lead next year * Cake Sales – postponed, but kept under review. * Christmas Fair – usually a big event raising significant funds. Alternative Winter Wonderland for the children during the school day |
|  | **Forthcoming Events for the Term:**   1. **Christmas Cards** – deadline to order 16th Oct and date to return 19th Oct. Raised £750 last year hoping for similar total this year. 2. **Grounds Days** – 3 year group bubbles (Reception, Year 2 & Year 4) participated in recent grounds days and year group bubbles worked well. Good turnout of volunteers. Meadow thriving. Tree work over half term, then grounds team will reinstate parachute. Next Grounds Day proposed 7th Nov (TBC) Years 1, 3 & 4 – looking for a leader from Year 1 bubble. 3. **Cake Competition** – Lydia Nelson offered to make 2 celebration cakes as prizes. Children will get given round template to design their dream cake, encouraged to be imaginative and creative. One entry shortlisted from each year group and prize of a cake to be made for 1 child in each key stage. Half term to complete design. Entry £2 attached to design. Prizes to be announced on Classlist and Facebook. 4. **Non**-**Uniform Day** – Fri 6th Nov – own clothes £1 donation. Poss via ParentPay (Laura D to check and confirm). 5. **Cash Raffle** - £1 per ticket. Winners win % of money as prize (allocation TBC). Mansell McTaggart sponsored tickets £100, in exchange for logo on tickets. Tickets to go on sale mid/late November and draw to take place early December 6. **Christmas Winter Wonderland** – Options 1) Trail through woods with activity booklet & Xmas food/drink at the end. 2) Christmas forest school days. Both during school time. Option 1 preferred by Mrs MacGregor. Across 2 days 3rd & 4th Dec (Mrs M to confirm). Details to be arranged by sub-committee. Possibly charge £2 per child, however those who do not pay will still participate. 7. **Christmas Shopping Day** – outside on top playground. Parent helpers wearing masks. Clare Lawrence leading this. Will be a limit on the number of presents children can purchase this year. 8. **Year Group Fundraising** – Some Class Reps keen to fundraise as year groups. Year 5has proposed a raffle with prizes from the village. Suggestions of tickets being sold through Paypal with an online draw. This needs to be discussed further in mind of fairness across the year groups with regards to sourcing prizes from local shops etc. and to limit any clash of dates with other events eg. whole school cash raffle. PTA exec will discuss further and feed back to class reps. 9. **PTA Quiz** – Sharon Brooker – Parent Kind Online Quiz pro-forma considered. Decided online quiz’s no longer popular. Family quiz sheet preferred option over Christmas holidays – pick up a sheet from reception for a fee (TBC). Sharon to look into and report back to Chair. |
|  | **Looking Ahead – Proposed Events for 2021**   * **Year Group Disco/Film Night –** w/c 20th Jan – run by teachers in term time. Disco preferred option. Possibly two weeks will be needed. Disco to be run in the school hall with proper clean down between year group bubbles. * **Spring/summer –** Car Boot Sale – parent/carer sellers, open up to Cuckfield Community to attend. Charge per car and entrance fee, poss café. One way system. Poss swap cash for tokens. Volunteers to run. * **Charity Stall at Cuckfield Local Market –** grounds team have been propagating plants to sell at this, often successful and profitable. * **Sponsored Read for Usbourne Books –** Rachel Haffenden – been in contact with local Usbourne Books rep who can facilitate this Ready Steady Read challenge for children to participate in over a week. Total raised by the school is topped up by 60% by Usbourne to spend on books. Target set at £2000 (with an additional £1200 on top) to encourage parent and children to aim high. Can offer prizes for children who raise the most money and reads the most minutes. * **Treasure Hunt –** Lindsay Jupp & Anita Mears – sponsored by local businesses – drive around different business locations in hunt of clues. Offer to parent owners of businesses to participate. To be considered further by Exec Committee * **Business Advertising via PTA -** Lindsay Jupp & Anita Mears – suggest businesses to offer donation to advertise on PTA newsletter/platforms. Possibly offering a discount to parents or donation per transaction to school. Clear guidelines would need to be drafted to ensure that this is fair. To be considered further by Executive Committee. * **Amazon Wish list** – suggested each year group to put together a wish list of items in advance of Christmas for parents to purchase. People like to know that they have contributed towards something specific and tangible. Class reps to work with teachers to facilitate. Exec committee to look into this further and report to Mrs MacGregor. * **Next term –** non-uniform day, poss donating items rather than money. This could be a school rather than PTA event. |
|  | **Outdoor Classroom**   * Construction well underway * £1000 short in funding for furniture etc – school to send out reminder to parents with progress pics and voluntary contribution link. * If necessary can loan £100 from each year group allocation to complete the work with a view to reimbursing in due course. Unanimous vote in favour. |
|  | **Second-Hand School Uniform**   * Thanks to Ailsa Body and Laura Henger for all their work on this. * Christa Baker will now take over and work along-side Ailsa to regularly sort and tidy the uniform. Thank you for this. * Continue to offer uniform to pupil premium children. * Consider whether a uniform sale could be set up, poss in drop off area. |
|  | **AOB**   * **Employers Profit match donations** – Laura Dunbar suggested parents should be requested to enquire whether this is an option with their employers. * **Review/Audit of ICT within school** – Amy Hayden will discuss with Miss Dawson what equipment is needed. £5000 maintained in restricted funds to ensure ICT remains up to date. Potential grants for IT. * **Lund Fund** – Grant to grounds team. £3000 already funded and £3000 at end of 12 month period. PTA to lend grounds team £3000 to continue their work whilst awaiting the remaining grant money. Voted in favour. |
|  | **Date of next meeting**   * Next PTA & AGM Meeting: Wednesday 20th January 2020 venue TBA |