

# PTA Meeting Minutes

Wednesday 18<sup>th</sup> June– 6pm – 7.30pm

Meeting held at English Martyrs School

Meeting called by	Andrea Pankiw
Type of meeting	PTA Meeting - AGM
Facilitator	Andrea Pankiw
Note taker	Andrea Pankiw
Timekeeper	Andrea Pankiw

Attendees -Emma, Kirsty, Andrea, Janine, Mr Dinsdale, Lynsey, Rita, Helen, Paul, Sophie

## Minutes

### AP OPENED THE MEETING WITH PRAYER

### WELCOME, INTRODUCTION AND APOLOGIES

AP	Welcomed everybody and thanked all for coming
AP	Gave apologies for those who notified
AP	Gave a special mention and personal thanks to Janine. Her daughter is leaving the school in a few weeks and as this meeting is the last in the academic year, it will be her last meeting. AP said her contribution over the last 8 years has been invaluable.
LD	Gave his thanks and appreciation for AP and all of the PTA

### FINANCE UPDATE

EJ	Reported that there was £535.53 in the Virgin account, no total from Nat West tbc, cash – 4 x £30 floats and £25 petty cash plus the money that had been taken over the last few days from the sports day refreshment sales.
EJ	Stated that there were still items to be paid out that had been bought for the summer fair and these will be reimbursed after the summer fair.

### SUB COMMITTEE UPDATE

AP	Stated that the Summer Fair update will be discussed in the next section.
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### EVENT OVERVIEW & CURRENT TERM EVENTS

ALL	Year 4 Communion Party – balloon holders are in the PTA cupboard; EJ has ordered the cake toppers. Balloons need to be purchased. Snacks and drinks will be purchased nearer the time once we establish what stock we have left after the summer fair.
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ALL	Y6 Leavers Party – DJ booked, a student in Y6 is putting together a playlist. Photobooth booked. BBQ will take place and supplies will be bought nearer the time. LD confirmed that it can take place in the usual spot.
ALL	Summer Production – refreshments will be sold at both the morning and evening shows. AP will put a request out in the group to see who is available.
ALL	Friday Tuck Shops will continue until end of term
ALL	Summer Raffle – Raffle Tickets have been ordered and will go home with the children next week. AP will put out a Facebook post asking for raffle prizes.
ALL	Summer Fair- AP read out a list of all stalls that will be happening. AP will produce a list of who is working on which stall. EJ will produce a map for Fiona. AP stated that we will no longer be running our own BBQ as food vans had been sourced and secured so we will have a Food Village. Wristbands and Tokens will be sold every day next week and AP will put a Facebook post out informing parents.

**ANY OTHER BUSINESS**

AP	Stated that there are no meetings now until September and a full calendar of meeting dates will be sent out to all in July and LD can put them on the school calendar in advance.
AP	Reported that she had attended the two new parent evenings

**AP CLOSED THE MEETING WITH PRAYER**

**NEXT MEETING DATE - SEPTEMBER TBC**