

PTA Meeting Minutes

Wednesday 15th November– 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, Lynsey, Mr Dinsdale, Yinka

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	Welcomed a new member and all gave introductions

FINANCE UPDATE

EJ	Reported that the balance on the account was currently £9756.49. Cash in hand is £252 and the four floats in hand are £120 (4 x £30)
AP	Asked EJ to pay the school the £4500 agreed for the Year 5 and Year 6 trips and EJ agreed that she would.
EJ	Reported that the deposit has not been returned for Happys Circus future booking that was cancelled and AP agreed to chase it up immediately.
EJ	Reported that no payment was showing in bank for July's Roberts Recycling collection and AP agreed to chase it up.
EJ	Reported that the total raised for the Abseil was £1041.28.

SUB COMMITTEE UPDATES

AP	Reported that at present no sub committees were in place but that after Christmas one would be set up to organise the summer fayre.
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EVENT OVERVIEW FOR CURRENT TERM

AP	30/11 – Christmas decorations are being put up in the dinner hall – enough volunteers are in place
AP	1/12 – Xmas Fayre – AP reported that we currently have 12 stallholders interested. We will need 5 PTA tables. Volunteers are currently being asked for.
AP	13/12 – KS1 Santa Visit – Santa has been booked, selection boxes have been purchased. Janine will organise the loan of the Santa suit from Boysie.
AP	14/12 – KS2 after school discos – Chris Campbell has been booked, food and drink will be bought nearer the time
AP	19/12 – School Carol Concert – PTA are responsible for putting on refreshments afterwards and these will be bought nearer the time. A raffle will take place on the night
AP	20/12 – Dress Down Day (no donation) – decided closer to the time but will probably be a Christmas Jumper Day

ANY OTHER BUSINESS

AP	Reported that she has booked 5 places for the 2024 Abseil which, next year, will take place in September.
AP	Reported that Circus Pzazz may be the new Circus that will come to the school in Spring 2025. Dates are currently being looked into.
AP	Reported that she is currently registering the charity for Gift Aid status which will allow the PTA to claim Gift Aid donations from donations made to the school.
AP	Reported that the PTA had been accepted on the Tesco blue token scheme 2024 Q1
AP	Enquired whether or not a replacement had been found for Miss May and LD said that staff would be asked.
AP	Reported that she would check with LM that she was ok to do the graphics for the 2024 challenge before she went on maternity leave
AP	Reported that the KS1 tea towels had been ordered
LD	Explored other opportunities throughout the year whereby the PTA could be involved such as the Summer Production and all agreed it was a great idea.
LD	Stated that an update on the library may be given at the next meeting.

AP CLOSED THE MEETING WITH PRAYER

NEXT MEETING DATE 13th DECEMBER 2023