

PTA Meeting Minutes AGM

Wednesday 20th September– 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, Miss May, Mr Dinsdale

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	Reported that Gemma had stepped down from the PTA but we had three new members

SUMMARY FROM CHAIR & DISSOLVING OF CURRENT COMMITTEE

AP	Gave a personal message of thanks to all involved for their time and commitment last year and acknowledged that we ran successfully lots of big events and made a considerable difference to the school.
AP	Officially dissolved the existing committee

ELECTION OF PTA POSITIONS

	CHAIR LD nominated AP LM seconded the nomination of AP AP elected as Chair
	TREASURER AP nominated EJ LN seconded the nomination of EJ EJ elected as Treasurer
	SECRETARY AP nominated LN LM seconded the nomination of LN

	LN elected as Secretary
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FINANCE – CURRENT SITUATION

EJ	Stated that she would confirm the current balance in the next couple of weeks when she can attend the bank.
EJ	Stated that she had £120 in cash as the 4 x £30 floats that were regularly used and AP gave her the new monthly check sheet to sign each month

CALENDAR OF EVENTS FOR CURRENT YEAR

ALL	Discussed and agreed the events for the whole academic year and agreed dates and start dates
LD	Agreed that the PTA can be keyholders for the dining hall in case the facility had to be locked up and there was no staff available. Training will be given accordingly.
AP	Agreed that she would type up all of the dates, confirm with the whole PTA and then publish 'Dates for your Diary' on the Facebook page for each term

SUB COMMITTEES

AP	Stated that there will be sub committee set up for the organization of the Summer Fayre and, like last year, the members will meet separately to the PTA meetings to ensure the smooth running of the event.
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ANY OTHER BUSINESS

AP	Stated that she is currently sourcing a new Circus provider as Happys Circus had cancelled the booking for 2025 due to space issues.
ALL	Discussed the various options for the 2024 challenge and LM agreed that she would speak to Y5 and Y6 teachers to discuss before any decision would be made as to the theme.
AP	Asked if we should purchase Abseil places again and ALL agreed that we should
AP	Spoke about Tea Towels for Reception, Year 1 and Year 2 and the packs will be dropped off at school to make a start on them in class. Orders placed before 31 st October are subject to a discount.
AP	Handed out the GDPR form for all members of the PTA to complete
AP	Confirmed that as we do every year, a substantial donation will be given to the school for the Y5 and Y6 school trips but mentioned that Mrs Delaney had spoken with her and informed her that the Y6 would be different and shorter this year. It was agreed that the same amount of money would be donated to the school but a smaller amount would be donated to the Y6 trip and the balance would be utilized throughout the school to fund/part fund coach costs.
AP	Handed out the dates for all of the PTA meetings for the whole year

AP	Asked if there would be a replacement for LM whilst she was on maternity leave and LD confirmed that he would put it in the staff briefing to see if there was any interest.
LD	Gave an update on CHET and Lakeside Y5 & Y6 trips
LD	Gave an update on the library project and confirmed that there had been issues but it is now progressing once again and he will have a further update for the next meeting
LD	Confirmed the Activity Board had been fitted in the KS2 playground and it had been really well received
LD	Confirmed that there had been a substantial award from the Council from the sale of the St Wilfred's site and monies will be used for playground renovations and equipment.
ALL	Discussed if it would be possible to hold the Summer Fayre on a Saturday but all agreed to keep the date on a Friday.

AP CLOSED THE MEETING WITH PRAYER

NEXT MEETING DATE 18th OCTOBER 2023