

GENERAL MEETING

MINUTES

ST ANNE'S PTA

**DATE:**

Friday 10th March

TIME:

09:00-10:00 AM

LOCATION:

St. Anne's School, Studio

ATTENDEES

Core Committee	Kat McVitie (Co-Chair); Sarah McNeil (Treasurer); Emma Fitzsimons (Secretary & Social Media Lead)
Members	Six other members in attendance
School Representative	Mr. Bates (Headteacher)

AGENDA

1. Welcome and introductions
2. Finances
3. School Update
4. Upcoming Events/Ideas
5. Lesson Learnt
6. Committee Recruitment
7. AOB
8. Next Meeting

1. WELCOME AND INTRODUCTIONS

Sarah the Treasurer introduced the new Co-chair Kat in the meeting. It was unanimously agreed with all members present; and previously with the core committee members not in attendance that Kat would be taking the role as Co-Chair.

Kat then welcomed the PTA members and Mr. Bates. Kat went through the agenda items to confirm if anything else needed adding. No other items required at this time.

2. FINANCES

No substantial changes in finances since last meeting. There is approximately £11000 of PTA funds. Of these funds, £5000 has been allocated to the outdoor learning area. The school is currently in the application process for this area.

A breakdown of these Final Accounts for school year 21/22 can be found on the school website in the PTA area at the following address:

<https://st-annesrc.lancs.sch.uk/school-life/pta#doc-collapse-280746>

3. SCHOOL UPDATE

Uniform Storage – Mr. Bates confirmed room is ready for use. PTA to measure for storage.

Proposals for Allocations of Funds – From the last meeting Mr Bates was tasked with gathering quotes for funding proposals. Estimates of these proposals are below; in the order preferred by the school.

Item	Summary	Estimated Total
Keyboards	Mid-range keyboard approx. £100 each. Mrs Folds, requesting as many as possible. Initial suggestions are 30; with possibility of more if required.	£3000
Portable Screen	This is to be used at Church for whole school masses and other events. Will benefit all children. Minimize printing of hymn sheets. Children will be looking up at screen rather than down at paper and feel more engaged. 95inch.	£250
Projector*	Project for the portable screen. Range from £500-£750. *May not be required if school can source an old projector.	£750
Lighting systems	This is to be used for school performances. Every child is involved at some point in a school performance; however not all children want to be on stage. These children could control the lighting and sound. Would need two systems for each hall; approx. £1000-3000.	£3000

PA Systems	<p>There may be an PTA system that the school could use (asking Gemma – Vice Chair for info).</p> <p>The school may be able to utilize existing old equipment should a new PA system be purchased to save on costs (Asking advice from John Brindle if possible)</p>	TBC
------------	--	-----

The previous meetings suggested funding opportunities for a sensory room within KS1; and the PTA possibly contributing to transport costs for school trips. These were not discussed been discussed at this meeting.

4. UPCOMING EVENTS / EVENT IDEAS

Event	Date/Proposed	Comments
Break the Rules	31 st March	50p rule, maximum 4/5.
Easter Event	TBC	<p>Easter egg raffle. PTA could provide Easter eggs prizes for KS1 & KS2 (& pre-school if they want to be involved). PTA have a volunteer who could sell tickets in school.</p> <p>However, suggested that the School Council may want to lead on this event as the PTA are already leading break the rules day. The PTA could still provide the prizes 1st, 2nd and 3rd.</p>
Coronation Event	TBC	<p>School led and PTA support?</p> <p>Mr Batchelor has school team meeting to discuss plans.</p>
<p>Summer/End of Year Event</p> <ul style="list-style-type: none"> • Colour Run 	TBC	<p>The PTA high highly suggested this as an end of year event for the whole of school. The 'paint' is biodegradable and washes away in rain; the event can be done in any weather. Currently an offer/savings on the equipment needed.</p>

Ideas for future events include a 'Toy Swap'; similar to the Book Swap. This would be held in the November/December. Encourage recycling.

5. LESSONS LEARNT

Book Swap

- Ask for book donations a few weeks advance; giving time to sort and request additional books from certain age groups if required
- Book donations per class need to be kept separate; makes it easier to PTA volunteers to organize. More sturdy books/bags to be provided for each class beforehand.
- Timings – 15 minutes per year group was enough time; possibly 20 max
- Location – the studio was a great location for the event; preferred to the hall
- Donation amount - £1 donation was reasonable

The book swap has encouraged a 'mini book club' between some Year 5 children

6. COMMITTEE RECRUITMENT

At this meeting the new Co-chair Kat McVitie was agreed and announced.

Recruitment discussions of roles continued in this meeting. Other roles were filled following discussions.

Laura Eccles volunteered as Co-Chair; this was agreed in this meeting and subsequently with other members of the core committee not in attendance.

Cheryl Singleton volunteered as Social Media Lead Support; this was agreed in this meeting.

Melanie Cormack volunteered as Pre-Loved Uniform Support; this was agreed in this meeting.

Below are the roles that are currently available:

- Vice-Treasurer
- Vice-Secretary
- Pre-Loved Uniform Co-Ordinator
- Pilates Co-Ordinator
- Year Group Reps

7. AOB

School Open Afternoon – Parents, guardians and carers actively encouraged to promote the school. The PTA can promote on their social media (i.e. share the flyer details).

The PTA are welcome and encouraged to have a stall/area to promote at the open afternoon event. Suggested using the pre-loved uniform area.

Toddler Group – Some feedback from PTA members regarding improvements that can be made. Suggested that the hall could be improved upon by additional cleaning in readiness for the Thursday morning Toddler group. Considering this is potentially a first impression of the school it is essential to ensure this is a welcoming and clean environment for the children and parents to experience.

8. NEXT MEETING

30th March 2023 | PM: 7:30pm) | Location: Nordico Lounge, Ormskirk

Next meeting agenda items:

- Support requirements for Coronation event

ST ANNES PTA CONTACT DETAILS, SOCIAL MEDIA AND USEFUL LINKS



PTA Email (main contact): stannespta@outlook.com



Pre-loved Uniform Email: stannesuniformspares@gmail.com



Twitter: @stannesptaorms1



Facebook: PTA St Anne's Catholic School Ormskirk



Facebook (Pre-loved Uniform): St. Anne's, Ormskirk PTA, Uniform Spares



Instagram: st_annes_pta



Registered Charity Number: 1041684



Easy fundraising [Link HERE](#)



Your School Lottery [Link HERE](#)



PTA Events Website [Link HERE](#)