

## St. Mary's PTA Meeting Minutes

Thursday 30 June 2022

### ATTENDEES

Mrs Vassallo; Mrs Tracey; Donna Mentesh (Chair); Norah McDonagh (Deputy Chair)  
Sally Barrett (Treasurer); Laura Jackson (Secretary); Nora Kehoe; Liza Rothery; Janine McAuley  
Mary Loftus; Brooke Hennessey; Nicola Youens; Nicola Warrington; Veronika Holes;

**APOLOGIES ACCEPTED** Katharine Watt; Michelle Godenho; Peggy MacSweeny; Roseline; Tanya Charlie-Kadambari  
Rosie Kenny; Veronika Holes; Nicola Youens; Hannah Atwell; Becky Woolterton; Tania Walker; Sophia Symeou

<b>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING 30th June 2022</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE</b>
Donna Mentesh will create a Whatsapp etiquette guide for school Whatsapp groups.	PTA	In process	Donna has created the Whatsapp etiquette guide and it has been sent to all year groups
The PTA discussed and have agreed to pay for a defibrillator at the school. Tanya has successfully sourced one for £500 from the NHS. Haseena said that this will be a requirement for all schools to have one so St Mary's will be ahead of the curve. Hannah knows someone who does a first aid course and will enquire.	PTA	In process	The school has now received the defibrillator. St Mary's staff are just awaiting instructions and demonstration.
Donna informed everyone that a dad is willing to donate laptops to the school after an office refurb.	PTA	In process	Donna will follow this up and further details will follow.
Kelly Harland will be organising the class portrait tea towels next term.	PTA	In process	Brooke has now taken ownership of the class portrait tea towel fundraising project. Brook has contacted the organisation and further details will follow.
Hannah Attwell is researching a new Christmas card/wrap supplier.  Hannah found a new supplier called Class Fundraising. There is an early bird discount from Class Fundraising for completing and returning the Christmas card/wrap designs promptly.	PTA	In process	The children have completed their Christmas card designs and as always, enjoyed taking part in this project.  Details on how to purchase your children's Christmas cards/wrap will be sent home in due course.
Nora suggested organising a pre-loved sale of Holy Communion clothes.	PTA	In process	Discussed to check with Yr4, Yr5, Yr6 parents to see if there is any interest to sell their children's' FHC clothes.
Suggested from a few members that a bigger sign for the Cross Country Race is needed for team St Mary's.	PTA	In process	The school has made enquiries and Donna has agreed that the PTA will cover the cost.

Tanya Charlie-Kadambari is communicating with Winkworth with the possibility they may contribute to the new football kit.	PTA	In process	Tanya has confirmed that the total cost for three new football kits is £1,200.00. We have a confirmed sponsor for our football kits. Details will follow shortly. Donna may know a supplier. The PTA will cover the costs for the football kit jackets.  Nora suggested a storage unit to keep football kits and will follow up.
There will be changes regarding payment amounts to join the PTA 100 club going forward. The payment should gradually decrease throughout the year. Currently, if a member joins mid-year, they will not have the benefit of being included in all six draws.	PTA	In process	A member of the PTA committee will ask Haseena to reduce the price to join the PTA 100 club by £5 each term.  Becky will advertise the PTA 100 club on Tuesday.
Reception parents welcome evening 22/09/2022 There will be a Curriculum presentation followed by a PTA Welcome event. Donna has prepared a PowerPoint presentation providing information about PTA events.	PTA	In process	Volunteers to help serve drinks and nibbles are welcomed.
Nicola Youens has agreed to take ownership of Matched Funding.	PTA	In process	Nicola is currently updating guidance and will send out information soon.
Donna is organising a Dress up Wardrobe for themed school events that other parents can reuse e.g. Nativity, Roman day, Mexican day etc.	PTA	In process	We will now request costumes for the Dress Up Wardrobe before a school learning activity. Norah will manage the collection and sales of these items.
<b>CHAIR'S UPDATE</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE/COMMENTS</b>
First of all, before I go into details, I want to thank Tanya and Nora for all their hard work, it was amazing to work with both of them. We had an amazing year last year raising a staggering total over £39,000.00. We started with our last Summer BBQ in September and then moved onto our Christmas Fair which was adapted under covid guidelines but worked and some of the changes will remain for this year. The calendar was a huge success, selling more than we have done previously. Christmas cards/candles and	PTA	In process	Everyone thanked Donna for her continued hard work in supporting our school and our children. Everyone wished her well in her new role as Chair acknowledging she will be great and has our full confidence.

<p>pre-loved Christmas jumpers were also sold. Unfortunately, the Christmas Panto was cancelled due to covid and everyone was refunded.</p> <p>In the New Year we had the Read-a-thon challenge and Quiz night which were both successful but the big success was the introduction of the Easter Bonnet Parade and what was equally nice was a free event for all to participate in, followed by the Easter Egg hunt and who could forget the bunny!</p> <p>We added some extra committee members and all have become a great addition...the more we have the less we all have to do!</p> <p>We followed the year with Happy Circus, which we have re-booked (date for your diary 21/04/2024) and ending the year with the Summer Fair.</p> <p>All in all, this was a great year and I have a hard act to follow!!!</p> <p>This year..</p> <p>Christmas Fair - a few changes....reception block will no longer be used and reception will move to the infants playground.</p> <p>Year 2 will have beer on their mulled wine and hot chocolate stand (PTA pay for the beer).</p> <p>Tea Towels -Brooke has agreed to taking this on. Last time we raised almost £2000.00 doing these...</p> <p><b>Donna discussed other fundraising ideas which I have included under Events/fundraising and AOB.</b></p>			
<p><b>TREASURERS REPORT</b></p>	<p><b>ACTION</b></p>	<p><b>STATUS</b></p>	<p><b>UPDATE/COMMENTS</b></p>
<p>See attached finance update</p>	<p>N/A</p>	<p>N/A</p>	
<p><b>HEADTEACHER'S UPDATE</b></p>	<p><b>ACTION</b></p>	<p><b>STATUS</b></p>	<p><b>UPDATE/COMMENTS</b></p>
<p>Listening to Donna I think it is incredible that you all have managed to raise £39,882.00 last year. When speaking to other school Headteachers, they are astonished at the amount our school has raised. This shows the hard work, commitment and community cohesion of everyone at our school. I have noticed that there is an increase in numbers of those being actively involved with PTA activities which is great to see as many hands make light work. Thank you Tanya and Nora for all you have done. I remember how determined you were during the pandemic, thank you.</p>	<p>N/A</p>	<p>N/A</p>	<p>The PTA are very grateful for Mrs Vassallo's kind words and her continued support.</p> <p>The PTA have confirmed the funding towards the classroom, music and SEN budgets.</p>

<p>Mrs Vassalo welcomed Mrs Tracey as the new PTA parent teacher link and thank Mrs Westley for her time in this role.</p> <p><b>Donna asked Mrs Vassallo for a wish list of projects that the PTA can help fund.</b></p> <p>Class budgets - Cost approx. £250.00 per class.  Music - Cost approx.. £250.00.  SEN - approx. £250.00.</p> <p>Little Wandle Phonics Scheme - More materials and books are needed for home reading.  Cost approx. £5,000.00.</p> <p>Haseena has looked into Chrome books for the school as they have better longevity. The school will need 60 initially. Cost approx. £5,000.00.</p> <p>Year 3 Strings Project with BYMT  Children have had the opportunity to play violin and Cello and some decide to continue to play these instruments beyond Year 3.</p> <p>Science week - March  Funding needed for projects. Donna will investigate possible Planetarium visit. Cost approx. £1,000.00.</p> <p>RE Curriculum  Our curriculum follows "The Way, The Truth, The Life".  Mrs Beirne has looked into replacing this with "Come and See". This requires a licence.  Cost approx. £4,000.00.</p> <p>Playground equipment  More equipment for all playgrounds.  Cost approx. £1,000.00.</p> <p>Minibus  Funding towards the maintenance of the minibus.</p>			<p>Everyone welcomed Mrs Tracey to the team.</p> <p>PTA has agreed to fund.  PTA has agreed to fund.  PTA has agreed to fund.</p> <p>PTA has agreed to fund.</p> <p>PTA has agreed to fund.</p> <p>PTA has agreed to fund.</p> <p>PTA has agreed to fund.</p> <p>The PTA will discuss on how much to pay towards funding.</p> <p>TBC</p> <p>The PTA has agreed to fund.</p>
<b>ROLES/RESPONSIBILITIES</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE</b>
<p>Chair - Donna Mentesh</p> <p>Deputy Chair - Norah McDonagh</p>	PTA	In process	<p>Update 15/09/2022</p> <p>Donna Mentesh has taken on the role of Chair from September 2022.  Norah McDonagh has taken on the</p>

<p>Treasurer - Sally Barrett Sally has shadowed Nora Kehoe since February 2022 Secretary - Laura Jackson</p> <p>1) We need a small calendar team to take an overall responsibility and coordination of the Calendar in 2022-includes booking photo dates with Brian Morris Photography for end of September, coordinating sponsorship from 12 businesses, photo supervision and communicating props that may be needed via reps to parents, organising printing from the printing company.</p> <p>Small events:</p> <ol style="list-style-type: none"> <li>2) Reception Parents Welcome evening (needs Chair/Deputy Chair plus 2 more)</li> <li>3) MacMillan coffee morning 07/10/2022 (after Harvest Mass October)</li> <li>4) Sports Day teas and coffees (Summer)</li> <li>5) Stay and Play for Reception children in July which includes uniform sale</li> <li>6) Social Media</li> <li>7) 100 Club</li> <li>8) Read-a-thon</li> <li>11) Panto</li> <li>12) Christmas cards</li> <li>13) 2nd Hand Uniform</li> <li>14) Happy School Bag</li> <li>15) Container organisation</li> <li>16) Raffle Coordinator- organises volunteers to source raffle prizes to supplement Christmas/Summer fair hampers and liaise with reps</li> <li>17) Parent Social coordinator (Spring Term)</li> <li>18) Dress up Wardrobe</li> <li>19) Matched Funding</li> </ol> <p>The person in charge of coordinating these does not have to personally be at the events but needs to sign up volunteers and let them know what needs to be done, where to find things etc.</p> <p>20) Event photographer</p>		<p>role of Deputy Chair from September 2022. Sally Barrett has taken on the role of Treasurer from September 2022. Laura Jackson has taken on the role of Secretary from January 2022.</p> <p>Liza McDonagh is coordinating a team for the production of the Calendar.</p> <p>Volunteers needed</p> <p>Volunteers needed</p> <p>Volunteers needed</p> <p>Volunteers needed</p> <p>Donna Mentesh Becky Woolterton Volunteers needed Tanya Charlie-Kadambari Hannah Attwell Nicola Warrington Tanya Charlie-Kadambari Nora Kehoe Laura Jackson plus Volunteers needed</p> <p>Brooke Hennessy Norah McDonagh Nicola Youens</p> <p>Tania Walker</p>
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<b>EVENTS/FUNDRAISING</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE/COMMENTS</b>
<p>Christmas fair - Saturday 26 November.</p> <p>Discussions regarding the layout of the Christmas Fair.</p> <p>Discussions of the 1st, 2nd, 3rd raffle prizes.</p> <p>There will be slight changes to the Year 2 stall.</p> <p>There will be slight changes to the Year 4 stall</p>	PTA	In process	<p>Detailed in Rep handbook.</p> <p>Details will follow.</p> <p>Year 2 will have the toy stall in the hall plus hotdogs, mulled wine, beer and hot chocolate outside by the studio.</p> <p>The PTA will pay for the beer and condiments. PTA members will also help on the outside stall.</p> <p>Year 4 will be selling tea, coffee and mince pies. The PTA pays for the tea, coffee, milk and sugar but not the mince pies.</p>
<p>Panto - Wednesday 14th December</p> <p>Tickets are available on ParentPay.</p>	PTA	In process	Tickets have now sold out
<p>Calendars</p> <p>Liza has nearly completed securing sponsorship for the school calendar 2022/23.</p> <p>The photographer will take the themed class photos on 21/09/2022.</p>	PTA	In process	The calendars will cost £8.50 and it will be announced when they are available to pre-order on ParentPay.
<p>Christmas Wreath making - Thursday 1st December</p> <p>Nicola Youens has organised an evening of Christmas wreath making with Claire@lolas_flower_box</p> <p>The event will be held in the school hall at 7.30pm and will be available to 30 people.</p> <p>The cost is £45 pp which includes a 14" fresh pine wreath and unlimited decorations.</p> <p>Claire will be donating 10% of total costs to the PTA.</p>	PTA	In process	Nicola will be advertising this event shortly so please look out for it if you are interested as there are limited spaces available.
Smarties Challenge	PTA	In process	Date TBC Possibly Jan/Feb 2023
Quiz Night	PTA	In process	Date TBC
Racing Night	PTA	In process	Date TBC - possibly the end of Summer term.
Dad's football plus BBQ	PTA	In process	Date TBC Sally may know a dad who would want to organise teams.
<p>National Bike month (May).</p> <p>Bike safety course on school grounds funded by PTA.</p>	PTA	In process	Further details to follow.

Second hand clothes sale plus sports wear (non-uniform)	PTA	In process	Further details to follow.
People will pay a small sum for a pitch to sell clothes and sports wear. The PTA will run a bar and food stall			
<b>AOB</b>	<b>ACTION</b>	<b>STATUS</b>	<b>UPDATE/COMMENTS</b>
Reception parents welcome evening 22/09/2022	PTA	In process	Thursday 22nd September. Volunteers needed.
Pre-loved uniform sale	PTA	In process	Thursday 6th October.

<b>DATE OF NEXT PTA MEETING</b>			<b>TBC</b>
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