



Meeting Minutes and Actions.

Decisions

Date	Responsible	Decisions
19/02	Jemma Hickey, Sue Higgins, Jude Plant, Georgina Thompson with agreement from meeting attendees	Official nomination and swearing in of PTA Roles: Georgina Thompson – Chair Jemma Hickey – Secretary Sarah Hoadley – Treasurer

Actions:

Date	Responsible	Action	Complete
19/02	SB	Shelley Bamford to add ask of donations of gift bags and gift wrap for the Mother's Day Shop in the School newsletter.	
19/02	JH	Jemma Hickey to design Easter Egg Hunt Map and Eggs outline.	
19/02	SH	Sarah Hoadley to purchase easter eggs from Morrisons for hunt prizes	
19/02	SB	Shelley Bamford to confirm number of allergen / milk free easter eggs to be purchased	
19/02	SH/GT	Sarah Hoadley and Georgina Thompson to set up PTA bank account with Starling Bank	
19/02	GT	Write a summary of PTA meeting / PTA announcement for the school newsletter (22/02)	

Introductions were made and Georgina Thompson noted a short Agenda for the meeting including: Key PTA roles being sworn in, agreement as to fund raising cause, agreement as to banking details and details of events for the Spring Term.

Official swearing in of PTA roles included Jemma Hickey and Jude Plant formally nominating Georgina Thompson for role of Chair in the Tanworth in Arden PTA. This was supported unanimously by all in the meeting. Georgina Thompson and Sue Higgins formally nominated Jemma Hickey as Secretary. This was supported unanimously by all. Georgina Thompson and Jemma Hickey formally nominated Sarah Hoadley as Treasurer. This was supported unanimously by all. It was confirmed that Tanworth in Arden School now had a formal PTA.

Georgina noted that the wish of the PTA would be a 'Parent, Teacher and Friends Association' to enable wider members of family and friends to assist in events and fund raising for the school and children. Noting that we would utilise 'Parent Kind' to aid the set up of the PTA.

Tanworth in Arden Primary Church of England Primary School and Nursey PTA AGM | Monday 19th February 2024 | 19:00.

Georgina noted that she would like to minimise meetings to 3 larger meetings a year plus the AGM to cover and agree events and plans for the forthcoming term. Noting some smaller and specific planning meetings might be required.

Georgina gave a short summary of the planning meeting that took place before the AGM with a small number of parents (minutes provided on the PTA area of the school website). Noting new set up and use of social media platforms such as Facebook and Instagram and the school website to promote PTA events as well as other local events to build relationships. It was noted the village WhatsApp and village Facebook could also be utilised to promote activities and fundraising.

Georgina noted a suggestion and wish to have a visual aid to show how much the PTA and School have fundraised to keep momentum and set clear goals for all. Some signage companies were put forward such as Henley Creative and Kick Start Signs. It was also noted a tall container to fill with rocks could be used, and a pile of books as we reach closer to our target.

Shelley Bamford noted the teachers at the school had been consulted with as to the fundraising asks, and noted outdoor classrooms and a specific art room were requested, however noted cost and space constraints related to these. Shelley updated that quotes were ongoing for the 'Trim Trail' play equipment which will be purchased with funds raised by the school last year.

Samantha Josph suggested fundraising for non-fiction books in the library, noting many are out of date and require refreshing. All agreed that new books for the library was a good cause for the PTA to fundraise towards, noting this benefited the whole school and could be extended out to improve the Library area facilities currently in the entrance hall of the school.

Target amount to raise was discussed and noted within the visual fundraising total, we could highlight 'if £1000 raised we can do xxx' if £3000 raised we can do xxx' to show parents and others what we can achieve with their help. Georgina noted £5000 is required to gain charitable status, all agreed £5000 would be achievable.

Shelley Bamford noted Christmas Fayre, Christmas Shop, Raffle Hampers etc. events have raised approximately £4000 this year. Georgina noted a target of £10,000 per annum would be feasible with the events put on by the PTA.

Rev'd Chris Noted support from the church with events, also the ability to use the church when desired by the PTA. Noting a build in relationships between school, church and community.

Georgina outlined the upcoming events for the Spring Term:

Mother's Day Shop -

Tanworth in Arden Primary Church of England Primary School and Nursey PTA AGM | Monday 19th February 2024 | 19:00.

Non-school uniform day on the 01/03/2024 with ask for gift donations – volunteers required to sort and count gifts to ensure enough have been donated in readiness for the Mother's day Shop. Shelley noted small plants were sometimes bought to subsidise gift numbers.

Mother's Day Shop all day 08/03/2024, volunteers required to help with wrapping of gifts for children and setting out of gifts. Noted Sarah-Jane Blackford purchases small gift bags and stickers and help with wrapping. Georgina asked if we could also ask for donations of gift bags and gift wrap from parents via the school newsletter. Payment for gifts is via ParentPay.

Jemma, Sue, Serena, Jude, Danni and Georgina able to help on the 08/03/2024.

Easter Egg Hunt –

Georgina explained there would be a 2 week long easter egg hunt around the village for school pupils and families, noting maps would be sold and easter eggs decorated by classes, teachers and PTA placed around the village, school and church to be found and checked off, winning a small easter egg as the prize and culminating on the 21/03/2024. Georgina also noted coffee, tea and cakes would also be sold after the Easter Bonnet Parade, before and after the Church Service for parents and children.

Noted companies could sponsor the Easter Egg Hunt map for a small fee, (minimum £25 donation) or special offer in the case of Umberslade Espresso Farm Café. Noted Jemma to design Map and find Easter Egg designs to decorate.

Timeline includes: 12/03 Egg designs completed by School. 14/03 Eggs placed in agreed locations. w/c 11/03 maps sold at School (2 tables top and bottom carparks) £2 cash for Map, name and class written on Map, noted number of maps sold to allow for correct number of easter eggs distributed. Egg Hunt to run from 13/03 – 21/03.

Discussions were had as to cost of eggs and best locations to purchase, Sarah noted she will buy from Morrisons as there is a contact and special offer on currently. 240 eggs to be purchased. Shelley Bamford to confirm number of milk free / allergen eggs required.

Maps sale stand volunteers include:

11/03 – Jemma, Jude, Danni and Georgina

13/03 – Serena, Susie, Jude and Sarah

Tea, Coffee and Cake volunteers include:

22/03 – 12:30 – 13:00 – Sarah, Jude, Georgina, Danni

22/03 – 14:30 – 16:00 – Serena, Danni, Georgina

Noted ask for cake donations would be made via the Newsletter for cakes on the 21/03.

Georgina will remove Eggs from locations.

Uniform Shop:

Tanworth in Arden Primary Church of England Primary School and Nursey PTA AGM | Monday 19th February 2024 | 19:00.

To be set up on school playground on the 22/03, donation pot instead of prices, size order for ease. Volunteers required.

Summer and Autumn events were briefly discussed, with Sarah Hoardely sharing details of a circus that can come to the school, noted dates, and cost and all agreed this would be better organised later in the school year. Sarah will contact Circus company to ascertain dates. Summer Fayre was discussed and current set up of sports day explained. Fireworks was also discussed and Tara Reichcow's details are to be shared with the PTA for organisation of this event.

Georgina noted the set up of the PTA bank account could now be progressed (as members had been formally nominated). All agreed Starling Bank should be the company of choice as online, quick and convenient to deposit cash at local post office. Sarah and Georgina to set this up as priority.

Agreed the next meeting will be on the 8th April from 7pm in the school hall to discuss Summer Term events.

Georgina will write something for the newsletter announcing the PTA.