



PTA COMMITTEE MINUTES – Wednesday 16th June 2021

ATTENDEES

PRESENT: Candice L, Rachael Douglas, Jo Meredith, Katharina Roelofs, Jeanette Triegaardt and Viorica Toma.

VIA ZOOM: Claire Conn and Will Haigh

APOLOGIES: Larissa Reyes and Halima Geddes

MEETING MINUTES

1. Action Points

The minutes and action points from the last meeting held on 5th May were discussed.

- **Finance Update:** Katharina agreed to drop Paddy Hills an email asking him to remind teachers that their class has been allocated a petty cash pot of £50 each and to remind them what they can use it for, ensuring all receipts are given to the PTA. **CFWD - Katharina has spoken to some of the teachers on this and they will spread the word.**
- **Spending Requests - Reading Books:** Katharina to let Hannah Bolton know the PTA has agreed to pay £1,600 towards her request. **Done**
- **Fundraising Ideas - Sports fundraising event (w/c 24th May):** See agenda.
School Trip to the Seaside - We have now been given the dates for the class trips and the invoice for the coaches to be paid for by the PTA.
Summer Fair: See agenda
- **Reading Library Update:** See agenda.
- **Spring Planting Update:** This has now been completed and the flowers in the playground are looking lovely.
- **Eid al-Fitr Lunch at School (17th May):** The children received juices and treats and decorations were put up at school to celebrate this festival which was well received.
- **Date for the PTA's New Parent Welcome Drinks in September:** Rachael confirmed that Sarah Jones will be joining the PTA AGM in October and Sarah is happy for the PTA to include in the new parent welcome packs, the dates for the new parent drinks and AGM which Candice will be organising.

2. Finance Update

- We will have £13,685.63 in the bank after all financial commitments including paying the invoice for the coaches to the seaside which we hope will be reimbursed by the money raised from the Sheringdale Marathon.

- Katharina informed the committee that Larissa has decided to step down as Treasurer at the end of this school year. The committee expressed their gratitude for all the hard work and effort Larissa has given to the PTA and she will be missed.
- We have a new Treasurer starting next school year.

3. Fundraising Ideas

- **Sheringdale Marathon:** It was agreed that we ask parents to send the sponsorship money raised via bank transfer rather than cash and to use the reference Y + child's year + first letter of class + surname ie Y2SDouglas. By asking for the class name, we can then easily tot up which class has raised the most money to win the prize.
To celebrate the end of the marathon (Sunday 20th June), the PTA have organised a gathering for families in Coronation Gardens. **Candice** to organise balloons for the finish line and **Jeanette** to buy bubble wands.
Rachael to send a parentmail out about the marathon, giving instructions about returning the sponsorship forms and money and mention the meet up on Sunday.
- **Summer Fair:** Given the limitations in what fundraising activities we can provide at the Friends of Coronation Gardens Summer Picnic in early July, it was agreed not to pursue.
- **Summer Raffle:** The draw date of Sunday 11th July was agreed. **Jo** to set up a ticket shop to go live on the Hub and **Will** to add the link for the summer raffle to the Hub home page and list the prizes available so far.
The committee agreed to the PTA providing a couple of drinks hampers to the raffle with our own donated bottles kindly put together by Candice. Anyone with spare bottles to drop them off at Candice's house.

4. Reading Library Update

- The book cupboard has been bought and will be painted.
- **Viorica and Claire** to find out from school when they would like to go live with the Reading Library. If not until next year, arrange for the unit to be stored at school over the holidays.

5. New Parent Welcome Packs and Drinks

- Candice has been liaising with the school office and Rema now has the information about the PTA welcome drinks and AGM which will go out in the new parent welcome packs.
- The committee agreed to invite last year's reception year parents to the welcome drinks in October as we could not host a welcome drinks for them due to the coronavirus restrictions.

6. Staff Thank You Newsletter

- It was agreed that we do this and present each teacher with a thank you letter from their class at the end of term. Reps will send a form out with questions for the children to answer about their form teacher and the PTA will collate the answers and turn them into a thank you newsletter. **Jeanette** agreed to organise this.

7. Promotion of Local Businesses

- The PTA has been approached by a few people asking us to promote their business in return for a promotional discount.
- The committee agreed that local businesses wishing to be promoted by the PTA will get one highlighted story on Instagram, listed on the Hub marketplace as a supporter until the end of this term, and will appear in a list shared on one Facebook post. In return for this, we will ask for a donation to our raffle.

8. Date of the Next Meeting

- Wednesday 14th July - drinks at Jo's house.

9. AOB

- **John D Wood:** Our Hub sponsorship ends in July. The committee would be happy for the sponsorship to be renewed for next year. The committee suggested finding out if there is enough turnaround time to put up JDW estate agent boards advertising our summer raffle or if not, advertising in support of the Sheringdale PTA. **Jeanette** agreed to find out from JDW and **Katharina** agreed to run our idea past Sarah Jones to check she is happy with it.
- **PTA Hub:** It was suggested that we create a new parents' area. **Will, Candice and Rachael** to create a new parent's area on the Hub, giving information on the PTA, how to join, how to become a class rep etc.

No other matters were discussed and the meeting ended.