Wellfield Infant and Nursery School PTA Meeting

Monday 17th June 2024 Teams Meeting | *Meeting called to order by* Erin Jones

Minutes prepared by Sarah Partington

In Attendance

Erin Jones (Chair), Cathy Graham (Headteacher), Helen Eaton (PTA committee), Jessica Moore (PTA committee), Sarah Partington (Co-opted member), Kirsty Plant (Co-opted member),

Apologies:

Emily Aaron (Secretary), Rose Fairclough (School) ,

1. Welcome and apologies

Meeting opened by Erin.

2. Minutes from previous meeting

Erin covered minutes from last meeting, all attendees happy notes reflect meeting.

3. Finance Update

£11,954.52 in bank account currently, some allocated for raffle prizes
£2085 in pledged funds – bubble tube, coach for year 2 trip, shed
Available spend for canopy is £8,375
Hoping with raffle and summer fair funds we will meet the target of £10k fundraising needed by the end of term for school. Miss Graham is hoping the school can get the canopy installed in the summer holidays or at latest October half term, a ramp is need to be installed for a child starting reception, and fire service to complete a risk assessment.
We have received £1989.34 so far from the Great Manchester Run – Ms Graham shout out the runners – thank you to everyone who donated – thank you from all the staff at school, we really appreciated all your efforts.

4. PTA Shed

Shed is being delivered tomorrow, and the company will install it! Shed is for caretaker tools so the PTA can retain their stock in the current outdoor store.

Action needed: Jess will look at the store on Friday afternoon to see if anything needs doing.

5. Other fundraising ideas - update

Community Food – potential date 28/09/24 as an event for new families
Tea towels – timescales too tight for a gift for year 2 leavers this year, but we can consider doing this next year (in Summer 1)
Beauty event – potentially near Christmas or in May

Ice lolly sales – thanks to Jess for organising these. These will be on the year 2 playground..

Action needed:
Cathy to check with the Juniors that the field will be free on 28th September.
Meeting 8th July morning with reps from infants and juniors to start planning

6. Summer Raffle

This is a joint event with the Juniors.
13 hampers made from donations.
Altogether, we have approximately £600 to spend on vouchers as prizes (roughly £150 infants and roughly £450 from Bend the Rules at the Juniors)
We will be trying to buy vouchers from local businesses, especially ones who have supported the school with donations in the past – such as Neel Panner, Rebecca Jane, Laura in office, husband works for Holiday Inn – it was suggested that we could ask if they could possibly donate a prize
Priced version of the website (7.5%) is going to be used so that so people can buy as many/few tickets as they like and we can advertise as many prizes as we want.
Raffle on sale tomorrow, make a QR code for book bags and copy onto SeeSaw

Action needed: Advertise the raffle

7. Summer Fair

5th July 3.30pm
Stalls list as an appendix to these minutes.

Need more volunteers, in 2023 we had 17 parent/family volunteers alongside staff, so far we have 7 volunteers. We could also ask for volunteers from the football club to do penalty shoot out.

People asked for stalls - artisan crafts raffle prize £30, Parent from reception to sell Teddy Bear candles. We have decided to keep stalls focused on the children and will invite other stalls to attend our Beauty/Craft event later in the year.

We discussed the possibility of having a giant inflatable dart board, but felt that the cost was prohibitive.

We could use the Asda account used by Wishing Well to order stock, or can arrange our own deliveries straight to school (best time would be 9.15-11.30 - so can access car park, Ian can help and office is quieter)
Next week have a look at what is in store, audit what is in there
Jess volunteered to help organise store Friday and Monday once Ian has cleared the store.

Sell water bottles
Pre-loved school uniform

Action needed:
Erin to email list of stalls for staff volunteers
List for classes to bring donations – in
Use of pod on the day – Friday 5th July
Help from junior committee members – Cathy to arrange
Staff to man gates to stop parents entering before 3.30
Cathy to look at how we can avoid this -
Last years floor plan and risk assessment
School to contact the football club regarding the penalty shoot out

8. Date of next meeting

8th July 2024 – after drop off – this meeting is to discuss arrangements for the Community Food Event in September

9. AOB

Nursery/Reception welcome evenings – Sarah and Jess are able to attend these. We will also hand out raffle flyers, alongside signing up parents for the volunteer group.

Calendar of events for next year was briefly discussed – including a Spooky Disco, and a Book Event

Invoices to be sent from school – Pam to raise invoices for pledged funds

APPENDIX: Summer Fair Stalls

Cake stall

Ice lollies

Tuck shop

Drinks

Hot dogs

Book sale

Toy sale

Name the teddy

Tokens/guess how many sweets are in the jar

Lucky dip

Bottle tombola

Chocolate tombola

Hook a duck

Clown game

Name the teddy

Penalty shoot out

Tattoos

Face painting

Spin the wheel, win a prize