Wellfield Infant and Nursery School PTA Meeting

Thursday 25th January 2024 *Teams Meeting* | *Meeting called to order by* Erin Jones
Minutes prepared by Emily Aaron

In Attendance

Erin Jones (Chair), Emily Aaron (Secretary), Cathy Graham (Headteacher), Kirsty Plant (committee member), Sarah Partington (committee member), Helen Eaton (committee member), Jess Moore (committee member), Jo Taylor (committee member), Jo Gray (parent)

Apologies:

Sarah Lyall, Rose Fairclough

1. Welcome and apologies

Meeting opened by Erin.

2. Minutes from previous meeting

Read by Emily.

3. Finance Update

Finance details given by Sarah Partington. Money raised: Christmas jumper sale and tuck shop - £69.26.; Christmas cards - £202.80; School disco - £1703.45; Christmas raffle - £608; Bend the rules day - £304.34. The current balance is £6,941.30. £1000 of this has been allocated towards the bubble tube, £1000 is to hold on to as a buffer.

4. Pledged funds

Funds are available for the Bubble tube whenever it is needed.

The main target is the reception canopy which will cost £10,000

Action needed: School to confirm when they are ready to receive money for Bubble tube, and to send an invoice.

5. Policy Ratification

Policies have been made available for comments. This needs to be done before ratification can take place. The deadline for comment is January 31st. Once ratified the policies will be published on the website.

Action needed: After ratification, policies to be put on website.

6. Quiz and Curry night.

This will be a joint event with the Junior school and is taking place in their school hall. Juniors have asked for Infants to organize the hamper for the winners. Cathy suggested asking Rose about any prizes already at school that could be used. It was suggested that a small raffle could also take place. PTA needs to help promote the event. The governors of both schools have said they will attend and may have a joint team.

Action needed: Hamper prizes to be collected. Posters to be printed and displayed at school

7. Book Event

Jo Gray has proposed holding a book event. The purpose will be to promote a love of reading and raise money for books to supplement the curriculum. A date of March 1st has been suggested. Ideas for activities include: a workshop for children held by illustrator Penny; volunteers to read to the children; second hand book sale; book mark making; raffle of book related prizes – Oliver Jeffers signed books; readathon possibly with Juniors; reading in Charlie's Place. A ticket price of £2 to include a book from the book sale was suggested.

Sale of book day costumes was discussed. As Juniors are on a residential on the actual World Book day Cathy said that the schools will be celebrating the following Tuesday. This may impact on costume sale. Cathy may be able to request use of the pod. Costume Sale date was changed to Friday 23rd February.

Action needed: Books will need to be collected and sorted before the day of the event. Details TBC. Jo to meet with Cathy regarding details.

PTA to promote World Book Day Costume Sale.

8. Spring Disco

This will be held on Friday 15TH March. Will run in the same way as the Christmas disco.

Action needed: Volunteers to be requested.

School to ask for a couple of staff volunteers and a first aider.

9. Smarties tubes/ Easter eggs,

This will run again this year. A note will be sent with the Smarties tubes explaining this fundraising activity.

Action needed: Volunteers needed to put the packages together (for nursery and for special dietary requirements) and to count the money.

Numbers needed from school regarding how many pupils there are, how many pupils with special dietary requirements. Numbers also needed for how many Easter Egg prizes will be needed.

10. Sponsored Run

This has been proposed by Jo Taylor. It is suggested that a team will be entered into 10 k in May. People will be able to donate via Just Giving. Jo will coordinate.

Action needed: Erin to set up the Just Giving page. Jo to put posters together and recruit a team of runners.

11. Summer Events

Sustainable fashion event. Event was discussed. Is likely to work best as an evening event with a bar. Sarah P will talk to Rachel to find out more. A date of April 26th was initially proposed but this may have to be moved to later in the year. Details to be confirmed.

International Day. This event will be held jointly with juniors. May take place on a Saturday. Details to be confirmed.

Summer Fair and Summer raffle will run as normal. The Summer raffle will be a joint raffle with the Juniors.

Action needed: Further details to be confirmed for fashion event.

Cathy to confirm dates for International Day, and for the Sustainable Fashion Event.

12 AOB

- The PTA section of the school website will need to be updated.
- PTA Shed – storage is an issue and the PTA would like a shed or more space in current shed.
- Suggestion of end of term tuck shop which was agreed on.

Action needed: Cathy will come back to PTA regarding the shed.

PTA to look at the school website and come up with a list of suggested changes.

Tuck shop to be organised and promoted for Friday 9th February.

13 Next Meeting

TBC