Wellfield Infant and Nursery School PTA Meeting

Date | time Thursday 23rd November 2023 at 8pm on MS Teams | *Meeting called to order by* Erin Jones
Minutes prepared by Emily Aaron

In Attendance

Erin Jones (Chair), Sarah Lyall (Treasurer), Emily Aaron (Secretary), Cathy Graham (Headteacher), Rose Fairclough (School), Kirsty Plant, Sarah Partington, Rachel Runciman (Parent)

Apologies: Jessica Moore, Helen Eaton, Jo Taylor, Jo Gray

1. Welcome and apologies

Meeting opened by Erin.

2. Minutes from previous meeting

Read by Emily.

3. Finance Update

Sarah gave finance update. The PTA currently has funds of £5702.55

4. Member Update

Kirsty and Sarah have expressed an interest in joining the PTA committee. At this time, they can be co-opted. Kirsty and Sarah nominated themselves. This was seconded by Erin. Both are warmly welcomed to the PTA.

5. Christmas Raffle

Non- uniform day will be taking place Friday (1st December) in exchange for donations. Erin suggested that we ask for biscuits from nursery, bottles from Reception, Candles from Year 1 and chocolate from Year 2. This was agreed upon. The issue of storage was discussed. Cathy suggested the use of the office and under the stage. Some others could be stored in the office. Any others will be stored by PTA committee members or online.

The school offered the use of The Pod on the morning of Friday 1st December for the PTA to make the hampers without having to transport the donations.

It was decided that tickets will be sold online and via QR code from Tuesday 5th December and that the draw will be 19th December.

The PTA will send an email to forward to parents with details of this.

6. Christmas Disco

This will be taking place on Friday December 8th. There is a full list of volunteers. Erin asked for Risk Assessment from school. She will send last years for approval. Cathy will also ask for staff volunteers including first aiders.

The floor plan was discussed. After discussion it was decided that it would be safer to keep tattoos in the hall. There will be a raffle at the end of the disco. Suggestions were made for 'experiences' such as winning a non-uniform day, a marble treat day, and a circle skills session. This was agreed upon.

It was agreed that prices for the children's items should remain the same. 50p will be added to adult's drinks prices. The PTA will be able to access the hall after 4.15pm for set up on the day.

7. Pledged Funds

As discussed at the previous meeting, the PTA have pledged funds towards a replacement waterbed and bubble tube. Overall cost will be £3,000. The insurance will cover £1,700 of this. School would like to ask for funds of £700 or £1000. Cathy said that some of the cost could be covered by school funds. The PTA need to discuss how much they are able to contribute for this.

Cathy confirmed that the quote for a canopy is £11,000 for a medium sized one. PTA is pledging £10,000 towards this. Cathy has suggested that May/ June would be a good time for the installation but stressed that time scales should not be worried about.

Money will also be given for Christmas presents. Books were suggested. They tend to work out at £1 per book. School are to choose books and send the invoice to the PTA.

Rose has asked for new choir t-shirts. £150 should be enough. Petite Modes may also give donations/ discounts.

8. Social Media

The Charity Commission recommends that PTA's have a Social Media Policy. A first draft has been written by Jo Taylor. Currently PTA's social media posts don't show faces without written permission from the parents, or children's names alongside pictures. Cathy confirmed that this matches school's policies. It was discussed where the policy should be shared. The PTA section of the website was agreed upon as a place to share PTA policies. Cathy also suggested a link on SeeSaw and Facebook.

The PTA need to look at the PTA section of the school website to check whether it needs updating.

The social media policy, along with the cash handling policy both need to be ratified before being shared. School have offered the use of the school admin email address as the third party email through which to do this.

9. AOB

Bend the Rules Day has been decided upon for 19th January. The PTA will produce a poster for this with the suggested rules to be bent on, for approval by school.

Quiz/ Curry night has been agreed upon as 23rd February. This will be hosted by the juniors, with the infants PTA supporting.

Christmas Shopping Evening – This has been suggested as a possible fundraiser for next year. PTA to look into this and whether the Juniors would like to do this as a joint event.

Book Event – The date will be March 1st. A decision will need to be made as to whether this takes place in the evening or after school. Cathy suggested there is likely to be more uptake if it takes place after school. A book sale and tuck shop has been suggested. Any outdoor reading events could be held in Charlie's Place (Forest school will be being used by Wishing Well). Other suggestions included involving authors and contacting the library to see if they could attend so that people could sign up on the day. Jo Gray has offered to take the lead on this and the PTA will support.

Sustainable Fashion Evening - Rachel Runciman attended the meeting with a suggestion for a future event – A sustainable fashion clothes swap. All agreed that this would be a popular event that the PTA would like to go ahead with. Discussions were held around how this would run. Rachel offered to do more research. A provisional date of April 26th was agreed upon.

It was agreed that Parent Kind should be renewed.

Erin proposed the purchase of Q flow as this will enable a proper record of tickets sold to be kept which will help with the running of the disco.

10. Next meeting

Thursday 26th January