**Draft Minutes of Budbrooke Primary School Parent Teacher Association**

**held on Thursday 3rd December 2020 on Zoom Call**

**Present:** Mark Crawley Miss Osborn

Keri Purnell Mr Craig McKee

Heather Bailey

**Apologies:** Lynsey Mason

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| **Minutes** | **Action** |
| **Minutes from previous minutes**  Minutes were not completed by the time of this meeting. | LM |
| **Christmas Gift Orders**  MC reported that 140 forms were received and parents had kindly decided to purchase gifts, 290 items in total and have all been paid for by parents in full. MC thanked KP, CMcKee and CO for the orders, administration, artwork and organisation. We believe the total profit will be £483. Received positive feedback and agreed we were pleased with the products.  Unfortunately 3 issues:-   * 1 missing apron for a child (James Davis) * 1 pack of Christmas cards (Amy Johnson) (had Daniel’s artwork on) * 1 missing bag (Henry Malin)   KP to contact the company to see if these can be re-done.  KP has banked all the money. KP to take the 2 paying in receipts into school for MC’s attention to pass to MH.  **Christmas Gifts for Presents**  KP has ordered everything although 2 things went out of stock and altered slightly and have asked if we could have everything by the 14th. MC to forward an order confirmation email to KP’s hotmail so that KP can chase.  CMcKee to check if there is any Christmas wrapping paper in the PTA cupboard?  HB and MC happy to help with the wrapping of gifts and to allow 3 days for quarantine. (BL had offered Year 6’s assistance too).  KP to let HB and MC know when the gifts arrive to arrange collection.  **Christmas Gifts for Presents (Cont’d)**  MC mentioned that the Christmas Video unfortunately has not been successful as not set up for classrooms.  MC suggested we pay for every child to receive a gift. KP expressed her disappointment to this idea. The cost for the gifts was £349. Therefore, KP suggested sending a letter out to parents asking for a potential £2 donation for the gift.  **Festive Fun Day**  CO reported back that it was turning into a festive week rather than a day due to lots of activities! Baking timetables etc due to oven space. Items have been ordered for every child to make a Christmas tree decoration, a candle holder, a Christmas biscuit and a 2021 calendar. CO will forward the invoice to MH which comes to approximately £420 not including the baking materials. Parents will be asked to bring in jam jars for the candle holders. The discussion around cost was expressed to be a little more than expected.  CO mentioned that Nikki in the office has requested any money for this as a donation from the PTA.  **Playground Equipment**  CO has an appointment with Playforce to come on site on 13th January 2021 to provide an accurate quotation. CO to forward date and time with MH. MC also thanked CO and MH for organising. | KP  KP  MC  MC  CMcKee  HB/MC  KP  CO  MH  CO |
| **Any Other Business**  KP raised an idea of pencilling in a date for a potential disco. However, under the circumstances it looked unlikely this would be feasible.  CMcKee suggested a movie night instead, keeping the children after school in their phases; popcorn and a film could be provided for each individual classroom and could be classed as a staff meeting so teachers wouldn’t be asked to give up an evening. CMcKee to check through SLT.  Everyone to think about raising money for next year.  MC asked re.buying smaller pieces of playground equipment. CMcKee spoke to the teachers regarding this but felt things were fairly set.  MC received an email from a website called Parent Kind, we are signed up to as a PTA, known previously as the PTA UK website and they are to help raise money, we pay them £111 to them each year and for MC to look into what we are receiving for this amount including details on insurance. MC to ask LA for any log in details.  **Any Other Business (Cont’d)**  Nikki from the office has asked if she can dispose of any out of date perish foods in the PTA cupboard. There was also school uniform in the cupboard. KP suggested this was given to Sarah James and CMcKee to check food/squash etc. CO to relay back to Nikki.  MC to look at a New Year’s PTA newsletter and to mention fundraising and what we are aiming for the Year 5/6 and Reception playgrounds etc and to ask for new members to join the PTA.  MC thanked everyone for all their efforts over this last term and support from parents. | CMcKee  ALL  MC  MC  CO/  CO/  CMcKee  MC |
| **Next Meeting**  Not discussed. |  |