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

**held on Thursday 14th January 2021 on Teams**

**Present:** Mark Crawley Matt Halford

Farai Muzungu Mr Craig McKee

Heather Bailey Lynsey Mason

**Apologies:** Beth List

|  |  |
| --- | --- |
| **Minutes** | **Action** |
| **Actions from previous minutes**  MC asked everyone to look through the previous minutes and to let MC or LM know of any changes.  MC thanked Keri for sorting the outstanding gift orders.  KP and MC have banked the money they have received and will pass receipts onto MH.  Christmas gifts for presents – all successfully wrapped and given out along with a video which was well received by the teachers and children.  MC thanked KP and HB for wrapping up the gifts and KP for purchasing the gifts. MC also thanked Craig for giving the gifts out.  MC mentioned we had received a donation amount of £100.40. MH to deposit.  MC to check a final figure for the festive fund day with Nikki in the office.  Any outstanding expenses for the Christmas period could PTA members please fill out the expense form. MC to send a link so everyone to gain access to the form.  MC explained that Angela Scott gave another set of forms for signatories; unfortunately they need to be filled out once again due to potentially being lost.  Craig to email Nikki and Chloe for an invoice to be sent to MH for the festive fun day.  Regarding the Year 5/6 playground equipment, Playforce have been furloughed and have rearranged to visit on the 3rd of March 2021.  ParentKind, MC confirmed we are covered (£111 annually) for insurance upto the value of £10 million. MC has access to this and will look into this site further, they have suggested various resources other online events such as, virtual balloon races, autumn cake decorating, online auctions, crazy hair days on line baking to name just a few.  Craig and Beth to look through the cupboard to sort perishable foods.  **Actions from previous minutes (cont’d)**  Year 5/6 playground, Craig to speak with CO and BO to see if they can contact other contractors to come and give us ideas and a quotation. MH uses a company called Playscheme but would need to know the kind of thing we want and then happy to contact them to a comparable quotation. | ALL  MC  MH  MC  ALL/MC  CMcKee  MC  CMcKee  CMcKee |
| **Fundraising Ideas**  MC mentioned an online disco. MH mentioned 40 minutes disco in the different phases at school maybe for the summer term outside on the Year 3 / 4 playground and under the canopy and serve drinks etc. Parents could sit on the field and have a picnic (Tuesday, Wednesday, Thursdays). Discussion took place like an advanced payment ticket that could include drinks all night etc. Or maybe a donation bucket at the gate, cones of sweets that could be pre-packed.  Mother’s Day Room (Sunday 14th March 2021)  Gifts would need to be wrapped and quarantined before laying out gifts on each table. KP to see if there are any gifts left over from last year. However, due to time restraints to cover those in school and homeschooling it was agreed that the Mother’s day should be cancelled for this year.  Treasure Trail (organise for early May)  HB gave the idea of a treasure trail with family challenges, could have a virtual map or maybe decorate a cake etc. Not sure about encouraging people to go outside and to follow the rules set by government at present. Potentially a summer idea. HB to look into this further with a list of challenges 15-20.  Easter Egg (1st activity after half term organise for March)  Design an easter egg paper-based competition at home and receive a Cadburys easter egg at a later date. Farai mentioned could parents deposit money into the account as a donation. MC to look into this further (Easter is Sunday, 4th April 2021).  A Good Promoted Raffle  MH mentioned a raffle that you could promote through the raffle commission, Matt has worked with them before and could print tickets for free. Something that could take place in the Autumn term. All to think about who we could approach.  Father’s Day June (Organise for June)  To discuss further at the next meeting.  Posters- CMcKee to print out and hang up in the reception and the notice boards.  PTA update to be sent out via email to everyone. Suggested the figure to be changed from £22K to £25K and agreed to keep £5K reserve in the PTA.  MC to see if KP has received an invoice for the Christmas items as they require payment within 30 days. Angela has signed 3 cheques and would need a second signature, maybe Liz Appleyard. If situation escalates Craig is happy for the school to pay and for the money to be deposited back to the school as a donation.  **Fundraising Ideas** (cont’d)  1st activity – Design an Easter Egg Competition (late March)  2nd activity - Treasure Trail (May)  3rd activity – Fathers Day room (June)  4th activity - Summer Disco (July) | KP  HB  MC  ALL  MC  CMcKee  MC  MC |
| **Any Other Business**  None. |  |
| **Next Meeting**  4th February 2021 next meeting. |  |