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

**held on Thursday 4th February 2021 on Teams**

**Present:** Mark Crawley Beth List

Farai Munzungo Heather Bailey

Craig McKee

**Apologies:** Lynsey Mason Matt Halford

Keri Purnell

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| **Minutes** | **Action** |
| **Actions from previous minutes**  November 2020 minutes, no changes – agreed.  December 2020 minutes, no changes – agreed.  January 2021 minutes, no changes – agreed.  **Actions from January minutes**  The money and receipts have now been received for the Christmas gifts and with Matt Halford. A donation for £100.40 for the Father Christmas presents to be deposited.  MC has given MH all the financial information from Angela to try and get MC and MH to become signatories to the account.  We have received the invoice for the festive fun day. MC to check if this has been sent to the office. BL to check with the office.  Playforce still due to visit on 3rd March 2021 and agreed to wait for their response before approaching other contractors.  All perished foods have now gone from the PTA cupboard.  Treasure Trail – HB has not as yet looked further into this (not until early May).  Easter Egg Competition – MC has not yet looked further into this (not until April).  Good Promoted Raffle – agreed to keep open for thoughts re. who to approach.  Father’s Day – not yet to be discussed (June).  Committee PTA posters, CMK has sent everything out. MC to update PTA website.  PTA update has been sent out and MC thanked everyone for their input, although no response as yet.  Christmas Gifts – we did receive an invoice from KP and this has now gone to MH.  Mother’s Day, 14th March 2021 – unfortunately agreed not to go ahead, as sourcing gifts would prove really difficult as not a necessity and also being the first week being back at school. | MH  MC  MC/MH/BO  HB  MC  MC  MC |
| **Any Other Business**  BL mentioned that the PTA agreed to sponsor the Author visit and Science workshops. They won’t be able to take place in the next few weeks, but will rearrange for these to go ahead later in the year (end of Spring) if the PTA are still happy to fund. MC agreed to look for the funding form. MC explained he was happy to still fund the author visit but would like to look at the costs for the science workshops. | MC |
| **Next Meeting**  Thursday, 4th March 2021. |  |