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

**held on Thursday 6th May 2021 on Teams**

**Present:** Mark Crawley Heather Bailey

Chloe Osborn Keri Purnell

Lucia Galabova Kelly Burnett-Nichols

Corrine Thomas

**Apologies:** Beth List Lynsey Mason

Farai Munzungo Sionnain Backman

Rebecca Hilliar

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| **Minutes** | **Action** |
| **Actions from March Meeting**  MC to send an email to everyone so everyone has each others’ email addresses.  MC to set up author access to the PTA Facebook page for RH  MC to contact Kim Merrit to discuss Honorary Treasurer role  MC to create newsletter for May – CT offered space in the weekly Budbrooke Newsletter  KP to verify disco man is booked for July – confirmed date is Thursday 15th July. Due to Covid-19 restrictions it’s likely to be phases rather than the usual groups for each disco, so Reception, Yrs 1 and 2, Yrs 3 and 4 and Yrs 5 and 6. The increased number of discos will mean shorter sessions at 45 minutes. Likely to drop all additional activities other than sweets, biscuits and drinks. Suggestion was made for party bags at the end of each session with glitter tattoos and stickers. Further discussion to take place at the next meeting.  MC to become a bank signatory  HB to return Christmas Presents to PTA cupboard | Complete  Complete  Outstanding  Outstanding  Completed  Outstanding  Completed |
| **Committee Changes**  MC welcomed CT to the committee for her first meeting. MC advised that CM has left the committee following his resignation. |  |
| **Scavenger Hunt**  Following a review of the Huntfun treasure trail it was proposed not to go ahead with it due to the potential for it to be a bit too dull for younger children. HB presented a proposal for a scavenger hunt photo challenge, showing posters and the entry form for it. The committee all agreed the posters and forms were very creative and very professional. There would be 7 challenges requiring 7 photos and 7 prizes available. Entry to be £5 per family, with each child (if multiple children in a family) being able to enter once each.  HB to make some minor amendments to spelling, change to the price, add Budbrooke PTA email address and a strapline regarding GDPR. HB to source the nature-themed prizes, such as binoculars, bird feeders and bug hotels.  Timetable agreed: Promotional posters to be sent out 17th May, with the entry slip to be returned to teachers by 26th May along with payment in an envelope. Entries to be returned by 7th June for judging.  MC to add poster to the PTA website.  KP to add a post / event to Facebook to advertise it.  MC to send a newsletter post to CT by 13th May to add to the weekly Budbrooke Newsletter  CT to confirm cost to produce copies of the poster and entry forms  HB to send poster and entry forms to the Admin email address for reproduction | HB  HB  MC  KP  MC  CT  HB |
| **Father’s Day Room**  The event will go ahead on Wednesday 16th June. Tables to be set up on the playgrounds at each of the entrance, staffed by PTA. Children to select a present on their way out of school. Children to pay in advance. Tables would need to be set up at about 14:30 ready for the children to select presents.  Forms need to be distributed on 7th June, with payments in envelopes received by 11th June.  KP to check the stock she has at home and the stock at school.  MC to produce form, based on previous form from 2 years ago.  LG, KP and MC to wrap and presents needing to be wrapped. | KP  MC  LG/KP/MC |
| **Cake Sale**  It was agreed that if a cake sale were to go ahead it would be towards the end of July. Suggested date is Monday 19th July at the Styles Close entrance. KP to work through logistics and propose a plan at the next meeting. | KP |
| **AOB**  **Author Visit**  The planned author visit is taking place on 14th May with various workshops planned. MC to arrange donation if not previously submitted.  **Easter Eggs**  KP to submit expenses for Easter Eggs purchased.  KP to pay in money received for easter egg purchases.  LM to submit payment for crème eggs purchased.  **Minutes**  MC to sent CT the minutes from the previous three meetings. | MC  KP  KP  LM  MC |
| **Next Meeting**  Thursday, 10th June 2021. |  |