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

**held on Thursday 1st July 2021 on Teams**

**Present:** Mark Crawley Heather Bailey

 Keri Purnell Kelly Burnett-Nichols

Rebecca Hilliar

**Apologies:** Chloe Osborn Lynsey Mason

 Lucia Galabova Corrine Thomas Sionnain Backman Farai Munzungo

 Beth List

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| **Minutes** | **Action** |
| **Actions from March Meeting**MC to contact Kim Merrit to discuss Honorary Treasurer role – didn’t take place, MC agreed with committee to review the finances and update them prior to any discussions taking place. Additionally, the Charity Commission submission for the previous Financial Year (September 2019 – September 2020) needs to be submitted by the end of June, so that should be done by the existing Committee. MC to action this.MC to become a bank signatoryKP to work through logistics and propose a plan for a cake sale at the next meeting. MC to arrange author visit donation if not previously submitted.Scavenger Hunt Actions:HB to review the entries and narrow down to the winner for each activity ahead of presentation tomorrow (Friday 11th June) with Mrs Thomas.HB to email winners to CT.CT to announce the winners during the morning.HB to take part in photographs giving prizes to the winnersHB to arrange photographs for publishingCT to publish photographsFather’s Day Room Actions:KP to post on Facebook about the deadline for tomorrow.LG to contact parents of children who currently have chicken pox to see how their children can be included.KP to contact Liz Appleyard, Kim Charles and Jules to see if they can also help out.CT to initiate search for the PTA gazebo.MC to investigate what it would take to enable online banking in the future.KP to arrange collection of the money and forms on 12th June.Other Actions:MC to action creating a newsletter for the new parentsMC to provide a donation to the school to cover Twinkl licenses. | Completed – finances up to date, Charity Commission submission submittedIn progressDiscussed in the meetingCompletedCompletedCompletedCompletedCompletedCompletedCompletedCompletedCompletedCompletedCompletedOn-goingCompletedOutstandingCompleted |
| **Committee Meeting Minutes**Minutes for June approved by the Committee. |  |
| **Scavenger Hunt**Raised £280, with costs of £81.96, so total income was £198.04HB to upload scavenger hunt forms and files to the PTA G Drive | HB |
| **Father’s Day Room – Wednesday 16th June**Raised £581, with costs of £359.63 due to purchases of presents for next year, so total income was £221.37KP submitted expenses for purchasing of presents for next year’s Father’s Day Room. MC to arrange cheque to cover expenses.Will need to purchase sweets for next year – the wine gums and jelly babies went down very well.KP has £10 donation for Scavenger Hunt and £5 for Father’s Day Room to pay in.Feedback from PTA running event:* The session felt too rushed as each class was only given 10 minutes, and the younger ones didn’t really understand what was going on. Preference for next year is to run it during the day so the children have more time.
* It was nice to have the “room” outdoors, as the weather was lovely.
* Emergency shop was needed due to not quite enough presents being available once the forms were all received. Some of those were full price compared to what is usually purchased.
* Great that the teachers had the children lined up in alphabetical order – that was really helpful.
* KP happy for someone else to run the Mother’s/Father’s Day Room next year.
 | MCKP |
| **Disco**CT sent an email expressing her view that the disco should be postponed until the autumn term. No announcement was made to come out of lockdown by the Government (date of ending lockdown pushed back to 19th July). Suggestion of just a Year 5 / 6 disco for leavers to mark the occasion raised, however not enough money would be generated to cover the costs, so therefore agreed not to proceed. Committee agreed to postpone until next term.KP suggested a note being sent out to parents as part of the newsletter to advise that it’s not going ahead, say that we’re sorry the event can’t take place, we know it’s important event, particularly for leavers, but circumstances don’t allow us to. MC to draft note to send to CT.HB suggested PTA could contribute to something to celebrate the year 6 leaving – balloon arch, year book, pencil case tin or something towards the tea party perhaps. Concern raised about overspending this year when we haven’t been able to generate much money this year. MC to discuss with BL | MCMC |
| **Cake Sale**Committee concerned about the risk of spreading Covid through an event bringing different children from different bubbles. The view was shared that parents may be concerned about buying cakes from sources they don’t know. Potentially it could be split into bubbles, but would need enough parents for each bubble to supply/make cakes, so may struggle. Committee agreed to postpone this activity. |  |
| **Next Term**Committee agreed for AGM to take place Thursday 23rd September on Teams.Committee agreed for first meeting to take place on Thursday 7th October, and for subsequent meetings to continue on the first Thursday of each month as per this year.MC to generate a calendar of events for next year, will pass to the Committee to review and agree ahead of sending to CT.KP raised the suggestion to generate a list of usual funding requests to agree at the first meeting in the new academic year.  | MC |
| **School Uniform****Funding Requests**A request was received from the school for funding the renewal of the Twinkl licenses used by the teachers and Higher Level Teaching Assistants (10 licenses) for £949. Although the Committee don’t know the current status of the finances, it was agreed that the PTA would fund it. MC to provide a donation to the school to cover it. | MC |
| **Next Meeting**Thursday 1st July |  |