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

**held on Thursday 10th June 2021 on Teams**

**Present:** Mark Crawley Heather Bailey

Beth List Keri Purnell

Lucia Galabova Corrine Thomas Farai Munzungo

**Apologies:** Chloe Osborn Lynsey Mason

Kelly Burnett-Nichols Sionnain Backman

Rebecca Hilliar

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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 signatory  HB to make some minor amendments to spelling, change to the price, add Budbrooke PTA email address and a strapline regarding GDPR for the scavenger hunt. HB to source the nature-themed prizes, such as binoculars, bird feeders and bug hotels.  Additional Scavenger Hunt Actions:  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  Father’s Day Room Actions:  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. (KP completed)  LG, KP, SB and MC to wrap and presents needing to be wrapped.  KP 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.  Easter Egg Competition Actions:  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.  MC to send CT the minutes from the previous three meetings. | Outstanding  Outstanding  Completed  Completed  Completed  Completed  Completed  Completed  Completed  Completed  Completed  Postponed until next meeting  Outstanding  Completed  Completed  Outstanding  Completed |
| **Committee Meeting Minutes**  Minutes for March, April and May approved by the Committee. |  |
| **Scavenger Hunt**  Scavenger Hunt took place during half term – lots of entries submitted for review. HB to review the entries and narrow down to the winner for each activity ahead of presentation tomorrow (Friday 11th June) with Mrs Thomas. About £285 raised (57 families). Prizes purchased – binoculars, nature box, make your own herb garden, nature book, some felt bugs in a sewing kit, and a bug magnifier.  HB to email winners to CT.  CT to announce the winners during the morning.  HB to take part in photographs giving prizes to the winners  HB to arrange photographs for publishing  CT to publish photographs  MC thanked HB for all her hard work to make the scavenger hunt happen. MC also thanked CT and the teachers for all their support of the event. | HB  HB  CT  HB  HB  CT |
| **Father’s Day Room – Wednesday 16th June**  KP purchased additional items (sweets) ahead of the Father’s Day Room.  SB to run the Year 5/6 Playground table.  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.  Volunteers for the afternoon: MC, SB, maybe KP, FM, KBN and LG.  KP to contact Liz Appleyard, Kim Charles and Jules to see if they can also help out.  Six tables will be required – PTA members allowed to collect them.  CT to initiate search for the PTA gazebo.  Teachers to bring out their students ten minutes before each class is due to leave.  HB provided feedback that some parents would like to pay online due to not having access to cash. At present there is no ability for the PTA to look at the bank account online to confirm receipt of money from parents. MC to investigate what it would take to enable this.  KP to arrange collection of the money and forms on 12th June. | KP  LG  KP  CT  MC  KP |
| **Disco**  Unable to make a decision due to lack of guidance of what is allowed by the Government. Currently school discos are specifically not allowed indoor. Could look at outdoors – likely to be year 1/2 or 3/4 playground. Issue with access to toilets, as each bubble needs to access their own toilets due to deep cleaning being required.  Decision held off until the next meeting to understand the current Covid restrictions in place at the time. |  |
| **Cake Sale**  Discussion to take place at next meeting |  |
| **Next Term**  CT suggested a newsletter for new parents informing them of what the PTA is all about, asking for volunteers, second hand uniform (with links) and advertising the AGM. Suggestion for sending out newsletter before school breaks up. MC to action this. | MC |
| **AOB**  **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 |  |