

**King's Meadow School Parent Teacher Association**  
**Registered Charity No. 1040217**

**Wednesday 4<sup>th</sup> March 2020 in the School Prep Room at 7.15pm**

**COMMITTEE MEETING - Minutes**

**Ordinary Business**

- 1] **Attendees:** Clare Doolan (Treasurer), Becky Nash (Chair), Claire Few (Secretary), Tracey Taylor (Committee Member), Nicola Young (Committee Member), Mrs Merrett (Teacher) Bridie Roche (Teacher), Rachel Powell (Teacher).  
**Absence:** Nicola Scales, Rachel Pancott

Introductions to the new Teacher Reps of all the Committee, a bit about the PTA and our expectations of the Teacher Reps.

- 2] **Minutes of the Committee Meeting held on Wednesday 15<sup>th</sup> January 2020** – Agreed. To be forwarded to the School Office to be shared on the School Website.
- 3] **Previous Minutes:** A couple of items still need looking in to: -  
PTA Email – Password needs changing. Committee members only and Emma Dixon (Raffle purposes)  
Defibrillator – Meeting with School office staff still to happen.  
Chromebooks – Mrs Lee still to provide the pictures so we can share with parents.
- 4] **Treasurer's update:**  
KS1 Disco – Slightly down on last one – Highlighted that parents were still struggling to find the PTA Events link easily. Can this be added to the KMS Community FB page as a pinned announcement? It has been added to the school website as a link.  
Popcorn Machine – We trialled not using the machine at the last disco's and using ready made popcorn and bagging it up and selling at 30p per bag. It was much easier to do and very popular with the children. The committee voted not to use the Popcorn machine in the future and to get rid of it.  
Bingo event- raised £701 which is excellent for a first attempt.  
Easyfundraising – Payment has been received. Looks like it may be every quarter.  
Chromebooks – Paid out to the school a donation of £6885.00 to purchase the Chromebooks. An official thank you has come through from the school and the two teacher reps.
- 5] **Comedy Night:** Details passed to the teachers as to what we would require for the impending night in two days.  
Comedy Night for 2021 – Decided it was probably best to now just have one Comedy night a year to increase the demand of tickets when they come on sale. To ask Lone Wolf Comedy for a date in early May 2021.
- 6] **Leavers Hoodies:** Clare Doolan to send through the list and Spreadsheet by email to Mrs Merrett. She will liaise with the Year 6 teachers and complete the list of names and return

to Clare. The website for parents to purchase will open straight after the Easter holidays and stay open until June. Send letter to parents first day back of Term 5 (after Easter).

- 7] **Quiz Night:** Suggested that a new date be set for November 2020. Mrs Merrett will check what is available and get back to us.
- 8] **Money to School:** The purchase of the Chromebooks came around sooner than planned, the School were offered a set at a discounted price. Therefore £6885 was donated to cover the cost.
- 9] **Next fundraising target/purchases:** The School is still looking in to a sound system.
- 10] **Father's Day:** Looking at having a shop for Father's Day as we haven't done that before. The shop will be in the afternoons during the week 15<sup>th</sup>-18<sup>th</sup> June, Nursery will be in the morning of 15<sup>th</sup> June. Mrs Lee will advise if any issues with the week planned. Details regarding the Rota will be planned after Easter.
- 11] **Handing out leaflets:** Need to speak to Mrs Daulton to see what else IMS can do so that their leaflets can go out to parents. Can we still hand out leaflets at our events?
- 12] **Volunteer's paying entrance price:** Need to look at starting a policy to determine which volunteers need to pay entrance price for an event. If working a whole event and not taking part in it (e.g. on a Bingo night, not playing the game as they are working it should they have to pay to come to the event?). This needs more thought and done on an event by event basis.
- 13] **Summer Fayre:** date – 13<sup>th</sup> June and times 12-3. Planning is going well. BBQ and Bouncy Castle ordered. Discussed with teachers what each year group is doing – main thing is to make a profit.  
Nicola Young contacting trampoline and climbing wall companies.
- 14] **Banners/Flags:** Becky has quotes for banners and flags to promote future events. Quite a large cost therefore it was decided we will purchase the noticeboards now (£475.38) and then re look at purchasing other promotional products like the banners/flags.
- 15] **Easter Tombola/Tea Shop:** All ready to go. Tombola ticketing will now be on 31<sup>st</sup> March at 1pm. Co-op will be providing cakes. We will need to ask Parents for cake donations. We can get in the Hall from 1.30pm. Will need tables for the tea shop.

### **Any Other Business**

- 16] **New Parents Meeting:** School have asked if we can hold new parents' meetings providing refreshments etc. Also, to update information on the PTA to give out to the New Parents. Parents evening is 30<sup>th</sup> and 31<sup>st</sup> March – suggested we have a PTA table providing information on the PTA, promoting committee roles and to showcase the items we have purchased over the last few years through all the fundraising efforts and the type of events we hold.

- 17] **Increasing Bar items:** We ran out of time to discuss this further so needs adding to the agenda for the next meeting. Do we increase the price we sell wine and Prosecco for? Currently £8 for wine and £10 for prosecco.
  
- 18] **Date and Time of next meeting** – Due to the Year 4 school trip returning on the scheduled date of the next meeting, next terms meeting has been bought forward to Wednesday 22<sup>nd</sup> April 2020