

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

Wednesday 15th September 2021 at 7.30pm KMS Meeting Room

COMMITTEE MEETING – AGM Minutes

Ordinary Business

- 1] **Attendees:** Becky Nash (Chair), Katherine Eley (Vice Chair), Claire Few (Secretary), Michelle Dye (Vice Secretary), Clare Doolan (Retiring Treasurer), Nicola Scales (Committee Member), Miss Roche (Teacher), Mrs Powell (Teacher), Mrs Merrett (TA), Nicki Baynes (Parent), Fiona Holman (Parent), Craig Williams (Parent), Anthony Connor (Parent), Dawn Lewis (Parent), Lucy Lawrence (Parent)

Absence: Mrs Daulton (Head Teacher), Emma Dixon

Becky Nash welcomed the new parents that attended this meeting and gave a quick introduction to what the PTA involves and explained the PTA would welcome any new ideas.

- 2] **Minutes of the Committee Meeting held on Wednesday 23rd June 2021** – Agreed. To be forwarded to the School Office to be shared on the School Website. **Action Required CF**

- 3] **Matters Arising Minutes:**

All minutes to be distributed / PTA Events Page. **Action Required CF/MD to liaise**

- 4] **New Committee:**

New and existing committee members were voted in: Chair – Becky Nash, Vice Chair – Katherine Eley, Secretary – Claire Few, Vice Secretary - Michelle Dye, Treasurer – Dawn Lewis. Ordinary Committee Members – Nicola Scales, Nicki Baynes, Anthony Connor and Fiona Holman.

- 5] **Treasurer's update:**

- £7500 in the bank account.
- Due to COVID lockdown, is it worth auditing last year – Clare to confirm with Accountant. **Action Required CD**
- School Lottery £912
- Easy fundraising £195
- School Lottery and Easy fundraising, new members to try and promote in KS1.
- New Notice boards have all been put up now, new posters to be produced.
Action Required CF

- 6] **Christmas Cards:** Lucy handed over all the templates to Mrs Merrett and Mrs Powell for the children to draw their designs in time for Christmas. Date timelines for the cards are as follows:

- Templates to Easy Fundraising Friday 24th September

- Template cards to go home by Friday 8th October
- Orders to be in by Friday 15th October

7] **Disco:** This has been confirmed for Friday 15th October. Mrs Daulton has confirmed that Reception will not be included in the first one. Dates for the future discos are Friday 11th February 2022 and Friday 8th July 2022. KS1 will pay prior to the disco and KS2 will pay entry only prior to the disco and then bring money with them to purchase items on the evening. All children will be issued a wrist band with emergency contacts on them.

There should be 3 teachers at each disco. Mrs Powell has asked at the Staff Meeting for a rota.

8] **Christmas Fayre:** This has been confirmed for Friday 3rd December after school and will be inside. Rooms to be confirmed with Katherine, Mrs Powell and Mrs Merrett.

Can we confirm if Year 6 are happy to do the games. **Action Required: Mrs Powell/Mrs Merrett**

Father Christmas has been confirmed and we can use the SEN room for his grotto.

Miss Roche confirmed we can use her classroom.

Tombola will be held in the hall.

Confirmation needed that the PTA will have space to label up the tombola on the 3rd from 11am. **Action Required: Mrs Powell/Mrs Merrett.**

9] **Tea Towels:** Lucy to contact Class Fundraiser for a tea towel template which can then be forwarded to Mrs Merrett/Mrs Powell. Will try to get them all produced to sell at the Christmas Fayre.

10] **Christmas Shopping Afternoon:** This raised £300 the last time we held the event, with external sellers, the PTA didn't make a profit. Refreshments to be served by the PTA on the day. The PTA will need a volunteer to open and lock up on the day. Provisional date of Saturday 20th November, Mrs Powell/Mrs Merrett to check with the office. **Action Required: Mrs Powell/Mrs Merrett**

11] **Quiz Night:** Provisional date of Friday 10th November, Mrs Powell/Mrs Merrett to liaise with Mr Roberts to confirm if this date is ok. **Action Required: Mrs Powell/Mrs Merrett**

12] **Performances:** The PTA to provide refreshments and a raffle at this year's Nativity performances.
Will the Nursery Nativity require the PTA to provide refreshments? **Action Required: Mrs Powell/Mrs Merrett**
Evening performance refreshments, if the PTA are to serve Prosecco, a drink licence will need to be obtained.

Performance Dates: 8th December 1.30pm Reception, 9th December 9.15am Nursery, 14th December 1.30pm and 6.00pm Year 2, 15th December 1.30pm and 6.00pm Year 3

- 13] **Film Night:** Date tbc in the New Year.
- 14] **Summer Fayre:** Proposed dates 18th or 25th June 2022. Mrs Powell/Mrs Merrett to confirm which date the fayre will go ahead. **Action Required: Mrs Powell/Mrs Merrett**
- 15] **Teacher's Update:** Nothing to report.
- 16] **Other Business:** Code of Conduct to be discussed at the next meeting.
Email password needs to be changed. **Action Required: BN**
FaceBook pages, PTA to remove people that are no longer on the PTA.
New Committee Members to be added to the FaceBook page.
Fiona Holman agreed to be Class Rep for Nursery.
- 17] **Date and Time of next meeting** – The next meeting will be Wednesday 10th November 2021 at 7.30pm in the KMS Meeting Room.