

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

Wednesday 23rd June 2021 at 7.30pm

COMMITTEE MEETING - Minutes

Ordinary Business

- 1] **Attendees:** Clare Doolan (Treasurer), Becky Nash (Chair), Claire Few (Secretary), Nicola Young (Committee Member), Michelle Dye (Committee Member), Katherine Eley (Vice Chair), Mrs Merrett (Teacher), Miss Roche (Teacher), Mrs Powell (Teacher)
Absence: Mrs Daulton (Head Teacher), Nicola Scales (Committee Member), Rachel Pancott (Committee Member)
- 2] **Minutes of the Committee Meeting held on Wednesday 28th April 2021** – Clare Doolan made an amendment to the treasure trial figure, this is to be amended and then forwarded to the School Office to be shared on the School Website. **Action Required MD amendment and CF**
- 3] **Farewells:** The PTA are sad to say goodbye to Clare Doolan who will be leaving us in September as Treasurer as her son will be moving to up to secondary school. Also leaving us will be Nicola Young, as her daughter will also be moving up. We would like to say a big thank you to both for all your hard work and time you have put into the PTA,
- 4] **PTA New Members:** We had an informal discussion with regards to “friends of” joining the PTA committee, as from September we will not have as many volunteers. PTA to look into the logistics of this. **Action Required ALL**
- 5] **Previous Minutes:**
 - The new noticeboards are yet to be put up, these will be done by the start of the new term in September.
 - Disco for October has been booked, confirmation of this will agreed once we know of the restrictions being lifted **Action Required BN**
 - Film night in the next term TBC, again once we know of the restrictions being lifted. This event can be organised within a couple of weeks. **Action Required BN**
 - Quiz Night still booked for November, awaiting confirmation of restrictions.
 - Virtual Pet Show, deadline date has been moved to 30th June due to only having 20 entries being submitted.
- 6] **Treasurer's update:**
 - £7095 in the bank account.
 - Father's Day Shop £320
 - Leavers Book £347, cost of £5.80/book
 - Sports awards £30

With Clare as Treasurer, the PTA need to arrange for other members to become signatories of the bank account. Becky Nash is already a signatory. Currently the following are in Clare's name only: PTA bank card, PTA events, STRIPE and the card machine. Katherine Eley and Nicola Scales are also to become signatories. **Action Required CD and BN**

A Treasurer's Advert needs to be drawn up, to see if we can recruit someone to fill Clare's role from September, no specific qualifications, but good with numbers and Excel would benefit the role.

- 7] **Christmas Cards:** This needs to start happening in the new term in order to meet the deadlines for printing. Will the school be happy to do the drawings in class? PTA to order the Christmas Card packs. Teachers to confirm that this can happen in the school class.

Action required BN, Teachers

- 8] **PTA Recruitment:** This needs to be actioned quickly as we are running out of time. A letter needs to go out in the newsletter about joining the PTA and recruiting a new Treasurer. We asked for the teachers what had happened to the PTA video. It was confirmed that it is on the School Website but the link isn't obvious to where it is. Teachers to investigate an obvious link for the PTA page. **Action Required BN, Teachers**

Teachers to ask all staff if they have ideas of other ways the PTA can recruit members.

Action Required Teachers

Meet the teacher: With the new Nursery children starting in September, Michelle and Becky thought it would be a good idea for the parents to have a "meet the teacher" in the main hall after the morning drop off. The PTA could then host a small event in the main hall with some refreshments and explain what the PTA do for the school along with the video being played in the background. Teachers said this would be a good idea, but we would have to wait until the class bubbles are released. Teachers to confirm when this can go ahead.

Action Required BN, MD and Teachers

Generic Banner: This would be a great way to promote the PTA recruitment with all our contact details. **Action Required PTA**

- 9] **Summer Social:** As the Summer gathering didn't happen due to restrictions not being lifted, Mrs Daulton has spoken to Becky and confirmed she would like a summer social in September, date TBC depending on restrictions.

- 10] **Teachers Update:** Regeneration of the quad is to go ahead. There is £10K on the Teachers development plan, which will include an outdoor learning area and covered areas. The PTA agreed that the money could be given to the school in staggered stages.

- 11] **AGM** – It was agreed the next AGM will be held on Wednesday 15th September 2021 at 7.30pm. This will need to go in the last school newsletter, before we break up for the Summer Holidays. A letter with the roles of the Committee to also be attached and the link for the PTA video.

Re-electing of current roles – TBC

12] **Date of next meeting:** AGM Wednesday 15th September 2021 at 7.30pm