

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

**Wednesday 28th September 2022 at 7.00pm KMS Meeting Room**

**COMMITTEE MEETING – AGM Minutes**

**Ordinary Business**

- 1] **Attendees:** Becky Nash (Chair), Michelle Dye (Vice Secretary), Nicola Scales (Committee Member), Katherine Eley (Vice Chair), Laura Lloyd (Parent), Mrs Powell (Teacher), Miss Roche (Teacher), Mrs Tugwell (Teacher), Mrs Merritt (Teacher), Carly King (Parent), Dawn Lewis (Treasurer), Fiona Holman (Committee Member)

**Absence:** Mrs Daulton (Head Teacher), Anthony Connor (Committee Member), Nicki Baynes (Committee Member)

Becky Nash welcomed new parents and teachers that attended this meeting and gave a quick introduction to how the PTA works. Lots of recruiting needs to be done this academic year due to the bulk of the existing Committee being parents of children in Year 6 and they will be leaving in July.

- 2] **Minutes of the Committee Meeting held on Wednesday 30<sup>th</sup> June 2022:** Agreed . To be circulated to the School Office to be shared on the School Website. **Action Required MD**

- 3] **Matters Arising from the Minutes:** None.

- 4] **New Committee:** New and existing Committee members were voted in: Becky Nash - Chair: Agreed. Katherine Eley – Vice Chair: Agreed. Dawn Lewis – Treasurer: Agreed. Michelle Dye – Secretary: Agreed. Ordinary Committee Members: Nicola Scales, Fiona Holman, Anthony Connor, Carly King: Agreed.

The Chair explained that Committee members were involved in meetings, help make decisions, voting and helping out at PTA events, While the Chair, Vice Chair and Secretary are currently in their roles, it would be nice to be shadowed over the next school year. Anyone that joins during the year, welcome to shadow us on the events.

PTA roles were discussed along with events such as discos, Mothers / Fathers day, Summer fayre, Easter, and Christmas fayre. School ask the PTA what they would like money for, and we confirm what we can give by all

the fundraising that we do. The only Legal side to the PTA is that we have to abide to the Charity Commission.

5] **Treasurer's Update:**

PTA made £14,885 last year, most events were their highest last year  
£4221 Summer fayre  
£2914 Christmas fayre  
£2000 was given for International Week  
£22881 in the bank account

- 6] **Money to School:** Agreed to donate £20,000 to the school. PTA asked how would the school like it? If money is needed for International Week, this will need to come from the £20,000. School to let the PTA have a breakdown of what money is needed for and when. Mrs Powell says possibly £2000 for International Week – they are having a school meeting on Friday, where the question can be asked. £18,000 for the new Quad, Mrs Merritt confirmed that the Quad work is to start in the February half term.

PTA asked what teachers would like fundraising for the next item, minibus?? Teachers to confirm. 2<sup>nd</sup> phase of quad, sensory on hold could be future fundraising. **Action Required: VM to check with Mrs Daulton what they would like money for**

- 7] **Email to Parents:** PTA asked if a mailshot could go to parents for recruiting new Committee members, and possibly a bookbag drop of leaflets. Mrs Merritt said this could be done. Another option was could the PTA stand outside on Friday's and distribute leaflets before assembly's are held.

International Week, Friday October 21<sup>st</sup> in the afternoon, after school parents invited, PTA could come along and promote the PTA. **Action Required: RP to confirm with Mrs Daulton that she is happy with this.**

Need a full class reps list, then we will get photos of everyone to put up in the class windows. Facebook not working well with recruiting.

New events can be run by new committee members we will help you, but would like new recruits to take responsibilities.

- 8] **Discos:** Mrs Daulton has said Reception do not come to the first 2, only come to the last disco ready for future ones, no parents except volunteers are allowed in the hall.

Rob our DJ currently charges us £200 for discos  
14<sup>th</sup> October 6-7 KS1, 7.15-8.30 KS2, and 3<sup>rd</sup> February, 14<sup>th</sup> July  
3 members of staff to attend at each disco. **Action Required: RP to confirm which teachers will be available**

There was talk of changing discos to Thursday, Mrs Merritt has fed this back to the school as this is not feasible as committee members are not available.

Rob, our DJ, has asked if we would be prepared to up the disco a bit, add 2 additional lift columns, glitter ball, smoke/bubble machines, PTA agreed that this would not be needed as they are happy with how they run at present.

If anyone wants to learn how the discos work, speak to Becky and she will show you how its done.

Email / Letters / PTA events to go out this week regarding the Disco and bookings, Mrs Merritt confirmed this would be ok to Becky for Wednesday 12<sup>th</sup> October to be the deadline for all bookings.

9] **Dates in the diary:**

Christmas Fayre, 2<sup>nd</sup> December

Christmas Shopping Event, if someone wants to run it, Becky can show them how its done, all information available for them.

Film nights – school and teachers to organise this  
Mrs Merritt to confirm dates, none will be held before Christmas,  
Becky to put in letters to be sent out, that all children will need to be collected from classrooms, including Y6

10<sup>th</sup> March 2023 – film night Mrs Merritt confirmed

19<sup>th</sup> May 2023 – week after SATS, film night Mrs Merritt confirmed.

Summer Fayre – Saturday 1<sup>st</sup> July – teachers agreed

Becky will put all letter templates on the google drive ready for when new members need to access them.

- 10] **Christmas Fayre:** 2<sup>nd</sup> December, what do the school want to do this year? Using around the quad as well like last year, works well, tombola and coffee shop in the hall only. ICT suite as an exit. If anything is made by classes, will need to be generic so anyone can buy it.

Library room to check availability for tombola labelling on the day of the 2<sup>nd</sup> December. **Action Required: VM to confirm with Mrs Daulton**

Rather than a non uniform day in exchange for the tombola prize, as some children don't all own name brands, which can cause children to feel uncomfortable, can we have PJs, Christmas colours, red and green clothes, Christmas clothing items day instead?

Was suggested that on Friday 25<sup>th</sup> November the school have a Christmas Amnesty Jumper day, and just ask for a donation, parents can discreetly get their child a Christmas jumper for them to wear on 2<sup>nd</sup> December.

A meeting will be held prior to the Christmas fayre, any volunteers would be grateful.

Fiona Holman said she would happy to help on the day. Carly happy to help with organising prior to the meeting.

Shopping List to be produced by teachers for items and forwarded to Becky/Dawn so it can be purchased on the PTA debit card.

- 11] **Christmas Cards:** All cards have been made, company has changed the ordering system. Cards are now purchased online with the company. Form gets sent to parents, ordered online, and money/commission will be sent to the PTA. Letter will be sent out explaining the procedure by the PTA. Mrs Merritt confirmed order forms are being delivered to school Friday 29<sup>th</sup> September, these will then be issued to the children for parents to order online with a deadline of 19<sup>th</sup> October for all cards to be purchased, this way we get the best commission rate.
- 12] **First Aid Course:** Sophie, a parent in Year 2 has approached the PTA to run a first aid course on children for the parents. Sophie will produce all the leaflets and advertise and will charge parents for the course. Sophie will then donate all the proceeds to the PTA, Michelle to ask Sophie for some dates, would then need to speak to the school with regards to accessing the school.  
**Action Required: MD to liaise with RP**
- 13] **School Uniform:** Do we want logo or generic? What shall we do with it? Keep logo and bank other items. PTA to give access to the uniform to Mrs Merritt and Mrs Powell, who will go through generic, keep for families and clothes bank the others. PTA will then keep logo uniform for fayres, to sell or donate. **Action Required: VM and RP**
- 14] **Mothers/Fathers Day:** A lot of time is taken up by committee running the shops, as not many volunteers came forward this year. Other options are online that is affordable, father's day for the lego brick keyrings, company will personalise for £3.25, PTA get £1 commission. Being online no pressure on parents that can't afford them, but also some parents may buy extra. Would need to register asap, a vote for lego bricks for the next fathers day – agreed by Committee. **Action Required: BN to register for the lego bricks**

Mother's day – coasters with cards attached, work out under £4 and £1 commission, same company as the Christmas cards Drawings would be

done one afternoon at school and then teachers to distribute when they are received. Teachers agreed this was ok.

15] **Teachers Update:** Nothing to report.

16] **Other Business:** If anyone wants to speak to Becky about anything with regards to the PTA, please contact her.

Becky confirmed the PTA email password to be changed in the next 2 weeks.

Bank signatures need to be looked at, as some members will need to come off.

Clothing bank – no money has yet been received.

Clare Few has left as Secretary, so files need to be handed over and then distributed between the PTA. **Action Required: BN and MD**

17] **Date of next Meeting:** Wednesday 9<sup>th</sup> November 2022 7.15pm