

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

**Wednesday 9<sup>th</sup> November 2022 at 7.15pm KMS Meeting Room**

**COMMITTEE MEETING –Minutes**

**Ordinary Business**

- 1] **Attendees:** Becky Nash (Chair), Katherine Eley (Vice Chair), Michelle Dye (Secretary), Dawn Lewis (Treasurer), Nicola Scales (Committee Member), Fiona Holman (Committee Member) Anthony Connor (Committee Member), Laura Lloyd (Parent), Mrs Daulton (Head Teacher), Miss Roche (Teacher), Mrs Tugwell (Teacher), Mrs Merrett (Teacher)

**Absence:** Mrs Powell (Teacher), Nicki Baynes (Parent), Carly King (Committee Member)

- 2] **Minutes of the AGM Committee Meeting held on Wednesday 28<sup>th</sup> September 2022:** To be circulated to the school office to be shared on the School Website. **Action Required MD**
- 3] **Matters Arising from the Minutes:** At the last meeting it was discussed that Sophie one of the parents wanted to run a first aid course, with all proceeds going to the PTA. Michelle has spoken to her, and Sophie mentioned that she tried to run a free course recently and she didn't get a good a response. The Committee and Teachers agreed it would be a shame to miss a good opportunity and we would raise this on the agenda again in 2023 Spring, but maybe offer a different day rather than a Sunday.
- 4] **Treasurer's Update:**  
Disco £916 this was an improvement on last year, was the busiest KS2 we've ever had.  
Bank £24,000  
PTA still need to pay for international week, cheque for £20k to go towards the quad. Dawn to organise. An invoice for a specific item for international week needs to be raised, Mrs Daulton to arrange. **Action Required Dawn Lewis/Mrs Daulton**
- 5] **Christmas Fayre:** Kathryn asked for room requests and the quad to be used like last year as this made more room in the main hall for the tea room and tombola. Teachers to confirm if this is ok. Mrs Daulton confirmed the staff meeting room can be used in the morning for labelling up for the tombola. The ICT room can be used from 12 noon. Main hall access from 1-1.30,

kitchen area from 1.30, Father Christmas Grotto in the SEN room, available from 12 noon to decorate.

Katherine has sent a list to Mrs Merrett. Buggy area to be allocated near the bike sheds. Father Christmas all set to go, Mrs Merrett to be the elf again this year. Teachers to do a shopping list for the school from Sainsburys and then send receipts to PTA. Shopping list to be discussed at the staff meeting.

PTA have asked that gifts made at school to be sold are generic only and not to be personalise. Y6 will do the games, lucky dip, teddy tombola, hoop over the Christmas tree and spin the wheel. Dawn has a wheel which we can use. Amazon sell a lucky dip box which the PTA can purchase. Teachers to come up with suggestions for any new games. Mr Merrett has a list from Kathryn. Mrs Daulton and Mrs Merrett to confirm if there will be a choir. PTA will run the refreshments and the 2 tombola's.

Christmas jumper day confirmed as the last day of term.

*Christmas Jumper Amnesty*, Becky preparing a leaflet to be circulated, explaining that there is so much waste and most of unwanted jumpers end up in landfill. Parents can drop in any unwanted jumpers into the school or to the PTA, between now and the end of November. These can then be used for children that the teachers feel it is appropriate and it will be done anonymously, and the child will not feel left out.

Any jumpers left over will be sold for £1 at Christmas fayre to raise money for PTA or they can go in the clothing bank.

- 6] **Christmas Shopping Event:** 12th November 2022. PTA needed to vote for a charity table that is connected to the school, as they have requested 2 tables. The PTA agreed £12 for the 2 tables with an area in the ICT room. All other stall holders have been charged £12 per table.

Mrs Merrett to arrange for 20 tables to be moved into hall on the Friday. At the end of the event, tables to be stacked and cleaned and children will move them back on Monday.

School to be unlocked from 12 noon and locking up at 5pm. Refreshments all organised, Kathryn and Becky to run the tea room.

The PTA table to promote Easy Fundraising and lottery leaflets to be given out. Could offer to register them on their phone for easy access.

Becky to hand over Christmas CD for the hall for the day.

Names to be placed on tables in advance. All stall holders would need to sign an in and out form. Ensure all stall holders are informed that we are not liable for insurance, it's the stall holders' responsibility. Fiona sending out an information sheet to stall holders.

Mrs Daulton confirmed an Iphone adapter has been ordered to use for the school, this adapter should be available soon and can be used at the Christmas Fayre.

- 7] **Charity Commission:** Becky to update the current version that we have and add Carly to the charity commission. The new committee will need to sign this next year. The Constitution document is a legal document explaining what the PTA do and what you need to adhere to. Becky handed the document out to the new Committee Members. **Action Required: Becky**
- 8] **Parentkind:** The PTA pay them a direct debit every January. This is where we get our insurance from. Anyone can sign up, we recommend that the new committee register an account with them. Parentkind covers everything to do with the PTA.
- 9] **Mother's Day:** Coasters will be given as gifts next year through Class Fundraising, Lucy Lawrence to organise, ordering uses the same format as the Christmas cards. Children to draw a picture, and then Parent can order online.  
  
**Christmas Cards:** There was an error in the shop closing early. Lucy did question this with Class Fundraising, and they were not helpful. Parents will still be able to buy after the deadline, as the shop will reopen, but the PTA will not get as much commission.
- 10] **Father's Day:** Lego will be given out as gifts, details to be sent to parents nearer the time and they can order direct. Becky has registered this with the company.
- 11] **Nativities:** Do the PTA offer refreshments this year, as last year no-one really purchased any drinks. The raffles always work well. Ask for volunteers first and then see response for refreshments. Nursery 8<sup>th</sup> December pm, Y1 13<sup>th</sup> December 2pm and 6pm, Y2 14<sup>th</sup> December 2pm and 6pm **Action Required: All**
- 12] **Teachers Update:** Nothing to report
- 13] **Other Business:** Becky asked Mrs Daulton what the school would you like the PTA to fundraise next. Mrs Daulton would like to buy/lease a minibus. Lease would be more feasible than to buy, but the PTA could only give a set amount towards the lease as it would be an ongoing payment.

Would Mrs Smith like to hold another plant sale next year? Mrs Merrett to ask.  
**Action Required: Mrs Merrett to confirm**

Laura suggested KMS publishing a book. As May 2023 will be King Charles Coronation, Laura asked if we could create a school recipe book, contributed from parent's recipes and using local companies as sponsors. There could be a competition amongst children for the front cover of the book, and other pictures placed throughout the book. Becky asked what would it cost to make? Laura has done some research and a friend of hers has done something similar at another school and 250 copies of the book cost £744, with £250 in sponsorship.

A template has already been made, which can be adapted. Recipes would be received electronically. There are around 200 families in KMS, Laura to find out costs from publishers and any additional costs, and these can then be circulated to the PTA. The cost of the book would be approximately £7.50. Parents to pre-order on PTA events, so we know how many to order. The PTA agreed that this was a great idea and could go ahead. **Action Required: Laura Lloyd**

Copies of the Code of Conduct were circulated at the meeting and signed by new Committee Members.

Mrs Daulton expressed her thanks to the PTA for all their hard work and donations.

Becky confirmed that the Lottery licence has been renewed.

14] **Date of next Meeting:** Wednesday 11<sup>th</sup> January 2023 7.15pm