

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

Wednesday 11th January 2023 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), Fiona Holman (Committee Member), Laura Lloyd (Parent), Emma Dixon (Parent), Miss Roche (Teacher), Mrs Tugwell (Teacher), Carly King (Committee Member)

Absence: Mrs Daulton (Head Teacher), Mrs Powell (Teacher), Mrs Merrett (Teacher), Nicola Scales (Committee Member), Anthony Connor (Committee Member)

- 2] **Minutes of the PTA Committee Meeting held on Wednesday 9th November 2022:** 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] **Treasurer's Update:**

Christmas Fayre £2,600

Nativities £353

Received a cheque from the clothing bank for £178 for the period of April - August 2022. This has been made payable to school but has been put on the accounts as PTA.

£24,000 in the bank, £17,500 still to go to the School, £6,500 left in the bank once this had been given to the School

Kathryn expressed her appreciation for the volunteers that helped with Christmas Fayre, we were down to half this year, but we managed to run the fayre effectively.

- 5] **School Disco:** 3rd February 2023 all confirmed.
Next years discos, Mrs Daulton wanted them on a Thursday, PTA said this could not happen, due to work commitments from the PTA.

Mrs Daulton confirmed she would like them to be on Fridays, but a 5pm start. Becky has spoke to Rob, who agreed he could do 5pm.

Someone from the Committee needs to take this over, as the contract runs out with Becky and the current PTA. Decision needs to be made by new Committee on new times. Concerns were raised over an earlier start, how many volunteers could they get, childminders picking up, are they responsible for the child while at disco. The new PTA Committee said 'no' to a 5pm start, Becky to go back to Mrs Daulton to see what she says. **Action Required BN**

Discos are held in Term 1, 3 and 6, on the last Friday before school breaks up. Becky usually books a year in advance. The new Committee members need to action this once they get confirmation from Mrs Daulton on the times. **Action Required New Committee**

- 6] **Mother's Day:** Coasters will be given as gifts. Lucy Lawrence looking into the organisation of this with the company.
- 7] **Father's Day:** Lego will be given out as gifts. We need to confirm with them in April and they will book us in.
- 8] **Easter Tombola / Tea Room:** 30th March 2023, with crazy hair day on 24th March in exchange for an easter egg.

Last Thursday after school in the afternoon, concern for lack of volunteers. The Tea Room will need volunteers in school from 2pm for setting up, refreshments and putting out tables in the hall. Need to do a shout out for volunteers and who will be available.

Labelling up easter eggs for the tombola – possibly the evening on 29th March while Mrs Law is doing her classes. **Action Required Miss Roche to confirm with Mrs Daulton**

- 9] **Hoodies:** Company have been messaging Becky since December, agreed that we would order them earlier this year. Mrs Merrett to provide a list this term, shop will then open over Easter. List of names given to company, parents give them a name and ordered online.
- 10] **PTA Admin:** Need to start thinking about who will be taking over from July.

3 people need to be on the bank, 1 Treasurer and 2 members, as all cheques need 2 signatures. Becky and Nicola are to be removed. Emma Dixon agreed to be a signatory. Emma also agreed that she could step up more as her children are starting school in September. Emma to have the PTA debit card.

Parent Kind needs to be assigned an admin person, all our insurance goes through them, liability. Any questions you have with regards to running the PTA, they can help. Carly confirmed she would be admin for ParentKind.

PTA email, Carly needs to be added on. Email needs an admin person.

Facebook needs an admin person.

Question was asked how many people are needed to officially run a PTA - Constitution says you need 2 people to run the PTA, a Treasurer and a Chair.

Need to recruit more parents – any ideas welcome.

Possibly a social event, meet in the park, list of things the PTA have funded, with a little promo video. Laura would be interested in helping out with websites and payment sites. Miss Roche happy to put together a promo video, need to check with Mrs Daulton. **Action Required Miss Roche to confirm with Mrs Daulton**

If anyone wants to do an event, so you can learn what happens, please let Becky know.

11] **Teacher's Update:** Nothing to report

12] Other Business: Laura Lloyd gave a quick update on the Coronation Recipe Book: Costs £250 at £5.03 each... £500 would be £3.78 each. Book would have 160 pages. Order any quantity. Laura not been able to get any sponsorship, originally had suggested £50 per page. Possibly offer half a page for £20 perhaps, Savoir Fare are not in a financial position at present. Committee suggested the following could possibly be approached for sponsorship: Just Dance, Clip n Climb, Happy Feet, Jump Inc, Estate Agents, Nightingale, Shakespeare, Monkey Brewer, Nash's Bakery, Copper Kitchen, Denis, Shakils, Chesterton Hotel, Bicester Golf Club – they would be able to sponsor the book and give a recipe with a name.

Committee felt this may not make a profit at present, so suggested moving the production in time for Christmas so parents can give as presents. Will discuss at next meeting and Laura to report back on sponsorship. This takes the pressure off Laura to produce.

13] **Date of next Meeting:** Wednesday 1st March 2023 7.15pm