



Inspiring learning for life

Acting Headteacher: Mr J Niedzwiedzki, BA (Hons), PGCE

Minutes of PTA Meeting
Monday 7 May 18

Present:

Jens Niedzwiedzki – Headteacher
 Ian Ratcliffe - Deputy Headteacher
 Sue Harrington – SSTL
 Nina Harris – SBM & Treasurer
 Sharon Simmons – Parent

Apologies:

Tammy Pattenden – Yearbook Co-ordinator
 Julia Russell – Parent

		Action
1	Welcome & Introductions Mr Niedzwiedzki welcomed everyone to the meeting and discussed the agenda.	
2	Structure of PTA for 2018-2019 It was decided that the number of members of the PTA is currently insufficient and that we need to advertise for additional members in order to ensure we meet any PTA requirements.	
3	Election of Roles The following roles will remain until new members are recruited: Chair – Sue Harrington & Sharon Simmons Treasurer – Nina Harris Secretary – Sharon Simmons	
4	PTA Budget The events held and monies raised were discussed. <u>Funds:</u> An allocation of the profit taken from the Pimms Stall and Book Stall will be donated for a SHAPE Community Project. The Fete organisers have asked for a projection of expected profit based on last year's figures to estimate the projected amount that will be donated.	JN NH
5	Events for 2018-2019 Events that are being held during the 2018-2019 academic year are: a) <u>Book Stall</u> – A book stall will take place at the Brit Fete. The Stall will be coordinated by the Librarian but volunteers are required to help man it.	NAME TBC



	<p>b) <u>Pimms Stall</u>: A Pimms stall will take place at the Brit Fete. This will be run by volunteers, overseen throughout the day by Mr Jens Niedzwiedski, Mrs Nina Harris, plus 2 others (names tbc). An in date SHAPE food handling certificate is compulsory for the 4 named individuals. It is not required for the volunteers. The Food Handling course will be run by the Medical Centre, date/personnel attending TBC. Pimms and Soft Drinks to be ordered asap.</p> <p>c) <u>28 May</u>: Check the progress of the above stalls, ensuring everything is ordered and in place ready for the day.</p> <p>d) <u>Make A Wish</u>: A team is put together by the SSA Supervisor.</p> <p>a) <u>Yearbooks</u>: Tammy is continuing to organise. Progress is on track and take up is good.</p>	<p>SH SS NH</p> <p>NH</p> <p>SH TP</p>
6	<p>PTA FUND RAISING</p> <p>a) <u>Cake Sale Day</u>: To take place on 25 May 18 – children are to bring in cakes for selling at first break. Any left overs will be sold at end of day</p> <p>b) <u>Non Uniform Day</u>: To take place on Friday 8 Jun 18 – children will make a donation of €1 for the privilege.</p> <p>c) <u>Mural Project</u> – details TBC</p>	<p>SS SH NH</p> <p>JN</p>
7	<p>AOB</p> <p>PTA meetings will take place quarterly</p>	
8	<p>Date of Next Meeting</p> <p>TBC</p>	

Signed

Sharon Simmons
Secretary