



PTA Meeting

Wednesday 11th May 2025, 5:30pm

Present	Kirsty, Sonia, Sarah, Suzie, Corinna, Ali, Andy, Melanie, Casey	
Apologies	Carl, Marie	
	Points to discuss	Meeting Minutes
Previous Actions	1. Sonia to update the constitution to become a PTFA 2. Marie to collect spare sparkly pencils to give to Sarah to use for School Fayre. 3. Leaver hoodies information to be shared with parents 4. Suzie to share winning logo designs with Sonia who can follow up with Anna to support with digitalising. 5. School to purchase storage shed for playground equipment and invoice PTA. 6. Rachel to put together proposal and wish list of items. 7. School to share attendance bank items for PTA to purchase 8. Kirsty to follow up with EpiPen company 9. Sarah and Sonia to see Melanie to renew DBS. Marie, Andy and Suzie to complete DBS paperwork. 10. Sonia to send example PTA policies to see if we need separate policies or if we can be	SA completed. ACTION: SH to take to Metro Bank Completed E-mail has been sent to parents ACTION: KN to send follow up reminder Completed ACTION: SA to give designs to AG School awaiting purchase ACTION: MT to invoice the PTFA with instalment plan Completed – Storage Shed ACTION: RL to put together a proposal Nothing else needed at this stage School will fund this project Completed ACTION: Certificate numbers to be shared with MT when received Completed ACTION: KN to read and decide if separate ones are needed

	incorporated with school/trust policies 11. Sarah to collect tuck shop money to bank 12. Kirsty to poll parents on how often they would like tuck shops 13. Spring term quiz to be planned.	Completed ACTION: will be sent out to parents this week via the newsletter ACTION: will carry forward
Finance Update	Account balance	£3605.93 Amazon Prime to be cancelled ACTION: CW or SA to action this Fayre purchases still needed – Candy Floss items and tuck shop items
Tuck Shop	- Stock - Volunteers	13 th June – Ice pops will also be sold 3 for 50p School will run the tuck shop ACTION: KN to advertise via Class Dojo
Summer Fayre	- Face to face raffle/token sales - Volunteers - School access in lead up to the Fayre - Stall Layout Plan - To do list	ACTIONS: MT and AC to sell w/beginning 30 th June before school Approximately 30 volunteers needed. ACTIONS: KN to designate staff and schools KN to liaise with Healthy Neighbourhood Project regarding stalls and request for interpreter Timetable shared at the meeting – Wednesday 2 nd daytime – Suzie and Marie and Thursday 3 rd evening from 5pm – Sarah, Marie, Andy and Sonia Map created with layout of stalls <u>Wednesday</u> – Uniform, Stocks to be delivered, Candy Floss to be bagged, Balls to be pumped <u>Thursday</u> – Tombola (school taking on a lead) Cuddly toys, Target Goal. Laying out of stalls/tables in the hall <u>Friday</u> – Block back gates (Marie/Suzie) School to do ‘wet’ lunch, Stalls to arrive and set up ready for the start of 2pm ACTIONS: MT making new rats

		CW to be given candy floss machine ready for preparation SH to label tokens and send to school for distribution SM to complete stock check after tuck shop SH/SM to buy foods for fayre – drinks, donuts and cookies etc to sell SA clarify with Jay's Ices how many vans KN to send out form regarding children who will not be picked up at 11:45 KN to add no refunds on tokens Exercise books to be sold 1 token for 2 books
AOB	•	Uniform – black trousers/shorts/skirts etc to be given to SA

Date of Next meeting – Wednesday 25th June at 5:30pm