



PTA Meeting

Wednesday 14th May 2025, 5:30pm

Present	Suzie Mockford , Sarah Hamilton, Kirsty Needham, Melanie Thomas, Sonia Abdullah, Alison Crawley, Marie Johnson, Kasey Stevens, Corinna Coleman, Andy Hambleton	
Apologies	Jac Lewis, Anna Gunn	
	Points to discuss	Meeting Minutes
Previous Actions	1, Sonia to explore changing PTA to PTFA 2. Carl to share Charity Commission info with Sonia 3. Sparkly Pencils to be ordered- 500 to be given out for wordsearches handed in. Extra to go back to PTA for school fayre. 4. Sonia to follow up with PL Schoolwear re leavers hoodies 5. New logo to be digitalised- Suzie to speak to Martin, then Sonia and Sarah to follow up with AG. 6. School to provide PTA with wish list 7.Website Query-no PTA content or link to Uniform on site. MT to look into further 8.PTA policies-MT to look into whether these are needed. 9.AGM Meeting mins- not everyone received, SH to circulate. 10.Spring term quiz to	1.Sonia has spoken to Parentkind- Sonia to update constitution. 2.Carl has shared details with Sonia. 3.Lots of spare pencils, Marie to collect from office and give to Sarah. 4.Hoodies are now live on the website, Sonia has the link and will share on website. They are £20 +£1.50 for name to be added. 5.Suzie to share logo with Sonia and Sonia will liaise with AG. 6.Wishlist- playground equipment, storage 'shed' to allow for Opal equipment storage.School to purchase and invoice PTA. Rachel will put together a proposal. Equipment to be in place by Sept. Attendance bank items too to be provided by PTA. Epipen company- Kirsty to chase them for information. 7.Website, Google is still suggesting the old site, this will change as more people use new site as this will bump up the new site. 8.PTA Policies- do we require a separate PTA volunteer/ social media policy? Sonia to send example policy to Melanie and Kirsty. 9.AGM- Sarah circulated minutes to those that did not receive them. 10. To carry forward. Welcome to Andy. Melanie also updated that Sarah and Sonia need

	be planned.	to renew DBS and Marie and Andy need to complete DBS paperwork.
Finance Update	Balance Update	Sarah- £3207.23 in bank after purchases for fayre School currently are holding £300 + £140 from tuck shop. Sarah to collect money from office on Friday and bank.
Tuck Shop	Tuck Shop Stock Banking	Next tuck shop, just use up current stock. Still have 67 sweet cones Water required for tuck shop and sports days- 48 bottles to be purchased Ice pops- tuckshop, 2 for 50p or 5 for £1. Kirsty to poll parents re regularity of tuckshop.

Summer Fayre	Stalls Plans Volunteers Pricing	Raffle tickets have arrived, to be sold at Sports Day. Thursday- Sonia, Marie & Suzie Friday- Suzie, Marie & Andy There are 20 prizes for the raffle. Ticket Sales & Tokens to be added to the newsletter. Sold 140 tickets so far. Kids Raffle to be cloakroom tickets prizes as follows- Headteacher for the day Movie afternoon for the class Celebration Cafe Librarian for the day VIP table at lunch Pencil Case LSA for the day Activity Trail session Class cookery pass Tuck shop host with sweetcone. Parents/ Carers need to complete volunteer form if they are helping out at the fete. Tuckshop to be outside this year- to have pizza
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		from Ayl Pizza- 2 tokens a slice. Purchased by PTA. Donuts, cookies, sweets, crisps, candyfloss (to be bagged up prior) BAKery bites- 3 for a token. Outside caterer for Asian savory food. Safety area- Bucks Fire and Rescue, Police Car, St Johns ambulance. Healthy Neighbourhoods and Family Centre will also attend. Access for vendors through side gate, cones to be put out earlier in the day. Jays Ices attending- Check he has PAT tested equip Inflatable slides and assault course to be booked to cover all ages. £245. Sonia to book Coffee van to be sourced if poss. Sonia to speak to Tlippers food. Volunteers required for running of stalls Balloons in Kirsty's car- rope off car! Ourspace to donate 'water balls' for the water stocks- Marie sourcing stocks from Animal Antiks Marie to bring in hangers for uniform stall and rails to be used after trashion show. Tray for pick a straw to be sourced. Plea for uniform and coats, wellies and pencil cases to go in news letter. DJ play are bringing a mascot for photos, also donated raffle prize. XYZ Music Academy will have a tent and donated a raffle prize. Fun For Carts will give 10% of all profit rather than paying a fee. Suitable for ages 4-11yrs. They will need access to electricity. All vendors must be on site on the day by 1.30pm, arrival 1pm to allow for children to be collected at 1.45pm
AOB	DBS	DBS- Marie and Andy have forms to complete

	Epipen	for volunteer DBS as PTA members. Epipen, Kirsty to follow up with the company suggested by Jac Lewis.
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Date of Next meeting – Wed 11th June 5.30pm