

Wednesday, 20th March 2024

PTA MEETING – Rosanna Hills house, Bramhope at 1930.

In attendance: Rosanna Hill, Emma Gibbons, Sophie Fletcher, Sam Gardner, Fiona Rockett-Taylor, Gaby Vellest, Sophie Tuley

Apologies: No apologies

Approval of Agenda: Approval of the Agenda as circulated. File - PTA committee Agenda 200324.

Approval of Minutes: Previous minutes from 151123 were approved.

Additions to the agenda: None

Minutes:

Meeting started by Rosanna Hill at 1943.

Action points reviewed and any not actioned moved to these minutes.

1. **Welcome Rep**

Rosanna informed that Rachel Broughton is happy to be the Welcome representative for the school. This is so new parents who join the school have some form of contact. The committee welcomed this decision.

2. **Treasurer report**

Fiona advised that we have paid for the Book subscription £750, Pond £1600, Keyboards £117, Books £1466. Also paid for the insurance and small lottery registration. Only left outstanding is first news subscription and junior weekly. Never paid for them but we don't think the school has them.

We have £11193 in bank currently. Spent £4005 this school year as said above. Made nearly £6000 this year. Christmas all events for everything £2500. Disco made £1020 profit.

Fiona would like to look into the Lottery launch in September.

The PTA account doesn't currently have a card for the account. Needed for paying into post office. Fiona to request a card.

Action : Fiona to add Sam to the Charity commission trustees; request a natwest card; cash to sophie to pay for year 4 parent social

3. KS1 Outdoor Provision project – Update

Mrs Colbourn has received three quotes for the Y1 outdoor area. Discussion about new quote given to Mrs C from AR building services which was the cheapest and also carried out the bungalow conversion. They could carry out the work over Easter if we approve the costs. Prepping, astroturf and soft surfacing is £10632 and a further £6820 for the canopy. Payment would be in two installments, on this term and the further in autumn after the summer fair. We had a general discussion about the amount of funds currently in the account which would more than cover the first installment. Some concern over not raising enough from the summer fair to cover the second installment. Rosanna said that Mrs C had said that the school could cover an amount of that if we hadn't enough in the account and we could pay them back. The committee agreed that it would be great to give the go ahead over the Easter break

Action: Sophie/Rosanna to reply to Mrs Colbourn

A discussion followed on how to raise the required funds. Rosanna has emailed and asked David Philips who had previously offered to sponsor us. She had told them we had £9000 and we are buying equipment for £17000 would they like to donate. Other ideas included personal messages to year one on Whatsapp to show what could happen. General message to parents and year one parents to ask if they could run an event.

We also discussed using the Bike Ride sponsorship but targeting reception, year 1 and year 2 as they will benefit the most. Sponsorship forms with lots of information about the bike ride and what we are raising the money for. Also paper forms in the bags.

Action: Sophie Tuley to ask Mrs Colbourn if we can put sponsorship forms into childrens bags; Sophie F to come up with some comms

4. Preloved uniform

Fiona told us that they have raised this year £587. Gaby advised of no issues other than having a lot of stock. Fiona suggested that Preloved should ask for money from PTA for washing liquid.

Discussion about preloved to new parents how to target them. Teddy bears picnic needs to have a preloved stall.

Action: Sophie F to add a poster to facebook; Need to disseminate information to advertise to Cliffe House WhatsApp, Sporty Tots and Cats

5. Feedback on events from Mrs Colbourn

Disco – She liked changes straight to disco from school, timings and how it was run this year. Emma strongly disagreed with the signing out procedures due to appropriate safeguarding so we agreed to revisit that next year. However we all agreed that the sign out was better from the class rooms. It needs to ensure that parents are giving the name and sign over is happening appropriately. Some discussion that the price could be increased. All agreed to giving the KS1 children a snack as they go in. Should we do a bonus disco in the summer?

Christmas events – no feedback offered for the Christmas events other than more volunteers and they generally went well.

6. Reception Event

The event instead of the Disco for the reception children will happen next Tuesday (26th March) led by Rhythmn Time (Georgina and Nicola). £200. Two sessions.

Action: Sophie F to ask Mrs C into feed into newsletter as positive news

7. Bike ride

Date set for Sunday 28th April 230-430pm. The tickets will be £10 a family as last year. The track costs £135 for the time. Discussion over the ribbons and whether Spoke clips. No drinks. Hire bikes at the track.

Action: Sophie T to check status of tuck shop, order different rewards(spoke clips?), organize communications, set up tickets on PTA events

8. Summer Fair and Scarecrow hunt

Date set for Sunday 30th June

Theme- Olympian. A plea for organization committee for scarecrow hunt and summer fair. Start to organize now. Ask Alumni for help. Scouts, etc.

Action: Fiona to order more tokens, Emma to contact the external food provider, Fiona to do the enterprise; Sam to start thinking about summer fair organisation

Rosanna asked if I contact people to include a sentence ‘We know some of you sponsor a scarecrow we will contact you separately.’

9. Easter trail

Rosanna introduced the idea of setting up an Easter trail. We have the template already made and she would lead on it.

Action: Rosanna to put together list of business and decide on Easter trail feasibility;

10. Committee:

Rosanna discussed the possibility of standing down from the position of her own personal situation. We had a show of hands in support of Rosanna remaining at chair position if she feels capable of it. It was also noted that Fionas last year as treasurer would be next year and so we would need to be proactive about recruiting another accountant to the position.

11. Refreshments at Leeds marathon; 12th May. Sweet cones.

Action: Emma to host a sweet cone making night for us to sell

12. Website – Update content

Action: Sam to update and liaise with Sophie F and school admin.

13. Email/Onedrive access – Update

Action: Sophie F to go into school to request email and Onedrive access.

Adjournment: Meeting called to close by Rosanna Hill at 2145 Next meeting date was not scheduled but soon after easter.

Minutes submitted by: Samantha Gardner

Minutes approved by: