



## PTA Meeting minutes

### AGM

13/10/2022

Location and Time	Zoom; 8pm
Present	Louise M, Hayley, Helen, Mark, Caz, Sian, Liz and Louise J
Apologies	Jenny (can't do Thursdays) and Becky (can't do Thursdays), Carys.

#### **AGENDA**

- Welcome and Apologies
- Treasurers report
- Events Update
- Fundraising applications
- Grant requests
- Open Actions
- AOB

#### **1. Welcome and apologies**

- a. Apologies from Jenny, Becky and Carys
- b. Welcome to all those new members who've joined since the start of the new school year.

#### **2. Treasurers Report**

- Mark to forward report to Louise (secretary) and a copy has gone to Mr Adams for the website.
- Disco snacks paid out for the disco on 14/10.
- £13,520.60 current balance this month.

We're mindful that we have quite a healthy bank balance and are in need of requests from the school for projects. Helen and Hayley to meet with Mr Adams to discuss on 24/10/22.

#### **3. Events update**

- Disco: 14/10. Volunteers have been coordinated by Jenny and emails sent out. Class lists will be prepared and left for volunteers on the night. Hayley has organized floats.
- Half term: colouring competition for an 'Autumn' theme, donations welcome. Helen / Hayley coordinating.

- Rotary Fireworks event at Chepstow School: 06/11. Set up at 4pm (to start at 5pm) Sian to coordinate. Cake donations and volunteer helpers for the night to be requested through FB.

#### 4. Funding requests

- Connects Workshop for Yr 6 (STEM) - £820 requested – PTA agreed this.
- Spanish books – up to £150 – PTA agreed this but requested a breakdown.
- Mrs Peckham has thoughts about improving the KS1 playground.

#### 5. Grant updates

£1000 received from Tesco now in the PTA bank account.

#### 6. Open Actions

Discussions about a shed structure to sell uniform from on the school ground, plus a box for uniforms to be donated, alongside the lost property box (latter to be put down as a funding request.)

#### 7. AOB

Louise to ensure that new people have been added to the PTA e-mail list:

[louise.john@live.co.uk](mailto:louise.john@live.co.uk)

[sarahjdavies44@gmail.com](mailto:sarahjdavies44@gmail.com)

- Facebook information leaders;
  - Reception – Louise J
  - Year 1 – Louise M
  - Year 2 - Sian
  - Year 3 - Carys
  - Year 4 - Hayley
  - Year 5 - Sian
  - Year 6 - Becky
- Twitter and Instagram accounts – Helen to find passwords/see if she can gain access to the accounts to start using them as a platform to promote the PTA again.

#### **AGM positions agreed for 22/23;**

Joint chair – Hayley and Helen

Treasurer and license manager – Caz

Secretary – Louise J

Disco coordinator – Jenny

Uniform coordinator – Jo

PTA Notice boards at school – Louise J

Raffle coordinator - Carys

Grants coordinator – Louise J

Web email / Comms coordinator – Helen

Governor liaison – Hayley

- Suggestion to have ‘splinter’ groups for each event throughout the year so that one person is coordinating with helpers rather than all try to do everything.

- Louise J to have a handover from Tara with regards to grant applications and holding this info on the Google Drive.

Next meeting date: 15/11/2022