

PTA Meeting Minutes – Wednesday 30th April 2025

Attending: Kayleigh (Chair), Barbara (Vice Chair), Kate (Secretary), Tania (Member)

PTA Member vs Parent Helper

- A PTA member **must have a DBS Check** in order to handle money and move around the school premises without an escort
- Attending PTA meetings does not equal PTA membership
- Parent helpers do not need a DBS Check and will be called upon by the PTA when they are needed – this will likely be at large scale events like the Summer Fair and not smaller events like discos and Bunny Bingo
- Not all events will require Parent helpers as most are on a small enough scale to be managed by the PTA members
- All PTA members must be able to pull equal weight within in the team
- From Friday 2nd May, the PTA WhatsApp group will be reserved for PTA members with a valid DBS Check only. Parent helpers will be removed from the WhatsApp group, and will be readed once a DBS Check has been approved

Communications

- The PTA needs access to the PTA email account in order to approach businesses and have control
- We will be rebranding as the PTFA (Parents Teachers Friends Association) to encompass members that won't have children at the school from September but still wish to be involved
- Mr Gubbins is in the process of setting up a new email address for us to replace the existing one that we are locked out of, and recognise the change from PTA to PTFA
- Minutes from PTA meetings will be published to the school community after each meeting to ensure full transparency
- Information will be shared on the PTA Facebook page where necessary
- We want to hear from parents and children – what do they want from the PTA? What events would they like to attend? To get feedback, we will schedule more frequent AGMs, use Google Forms and consider installing a Suggestion Box
- A Meet the PTFA leaflet is in progress to introduce the new PTFA – this can be included in the information for new starters, shared with the existing school population and published online
- The PTA would like to be even more visible and approachable and welcome input from parents, children and the rest of the school community

Code of Conduct

- PTA members are representatives of the school and will be recognised in the playground and at events by the school community
- The PTA is an inclusive group that displays professional standards – it is not a place for gossip, assumptions and biased or judgmental opinions – everyone should be treated the same and given full and equal access to events from the PTA
- PTA members not adhering to the Code of Conduct will be given a formal warning by the committee and could be dismissed from the committee if it continues
- A Code of Conduct will be drawn up for all existing and future PTA members to sign, this will be kept confidentially by the school and is a commitment from PTA members to follow the standards set out by the PTA

Learning Garden Climbing Frame

- The climbing frame in the Learning Garden has been removed as it was unsafe – it was installed in 2008 and needed considerable investment to fix
- Parents and children miss the climbing frame and would like to see it replaced
- The PTA would like to join the PFG (Parent Focus Group) in hosting a fundraising event, similar to the Walk for Reading event, to raise money for a new climbing frame
- This will be done by creating a Go Fund Me page to sponsor the children and by approaching local businesses and community initiatives
- We aim to raise a few thousand pounds to provide a new play structure or play equipment for the Learning Garden
- As this is a large scale fundraising event, this will not take place in this school year and more work will be done from September
- The PTA would like to know what parents, children and teachers would like to see in the Learning Garden – do they want another climbing frame, or something different and more manoeuvrable like an obstacle course? A Google Form will be designed during Autumn 1 to gain feedback and suggestions

PTA events/sales

- The PTA would like to run more frequent, smaller scale events throughout the year and have even more visibility and fundraising potential within the school
- Examples of events include: movie nights (year group specific), discos, raffles, bake sales, ice lolly Fridays, and sweet cone sales
- We will be asking parents what they want through a Google Form and taking suggestions

Summer Party/Summer Fair

- This year's Summer Event will take place after school on Friday 13th June

- There will be a **Non Uniform Day for all children on Friday 23rd May** – we are requesting a £1 donation, which will be used to purchase raffle prizes
- The PTA will be emailing staff to gauge availability and preferences for volunteering for this year's summer event
- There will also be a callout to parents who wish to volunteer at the event, on Facebook and through email with specific needs and roles – these volunteers will not need to be DBS checked
- This year's summer event will be in two parts: a **Summer Party** in the Learning Garden and field, and a **Summer Fair** in the back playground and hall
- The **Summer Party** will be a ticketed event with tickets bought in advance from the PTA (can we use Arbor for online payments?) Tickets will cost £10 per child, or £15 for a sibling pair
- Each **Summer Party** ticket will include the following activities: a glitter tattoo, a Scavenger Hunt with a prize, Digging for Treasure with a prize, the chance to decorate a sunhat and sunglasses, a turn playing Beat the Goalie and Splash the Teacher (tbc) – these activities will only be available to those who have purchased a ticket
- The **Summer Fair** is free to attend and will require cash payments on the day for the individual elements, including a barbecue, ice creams and refreshments, raffle and bouncy castles
- We also hope to invite RNLI and local policing team to set up stalls at the event
- Families can choose to attend either the **Summer Party**, the **Summer Fair**, or experience **both** events
- As this is a new angle for the Summer Event, we will be pushing communications through all avenues to explain the difference between the ticketed and non ticketed events, though we anticipate some questions and confusion as with anything new

Actions

- The PTA WhatsApp group will be edited to contain only DBS checked members from Friday 2nd May (Kate)
- A Code of Conduct will be drafted, approved and circulated to existing and future PTA members (Kate to draft/Office and committee to sign off)
- A new PTA email address will be setup (Mr Gubbins) and will be communicated to parents through the new Meet the PTFA document (Kate/Office) The existing PTA Facebook page will also be updated to reflect the name change (Kayleigh/Kate)
- We will explore the idea of a Suggestion Box (Kayleigh)
- We would love to move forward with getting a card machine, preferably before the Summer Event (Kayleigh/Martine)
- Design a Google Form for parent feedback and suggestions (Kate to design/committee to sign off/Office to circulate)
- We would like to purchase a PTA wagon from Amazon (Martine) and research push down tea/coffee flasks and coffee sachets to make serving hot drinks easier (Barbara)

- Posters and tickets for the Summer Event to be designed and circulated (Kate to design/Office to circulate)
- Number of Year Two leavers to be confirmed so that barbecue food can be ordered for the Summer Event and Leavers BBQ (Kayleigh/Office)
- PTA to approach County Foods/Chartwells/Catleys/supermarkets for discounts on meat/buns for the barbecue (Kayleigh to do/delegate)
- PTA to contact PR Leisure/RNLI/Police/Little Gizmos/Balloon Man for the Summer Event – this will need to be done via the new email address ASAP (Kayleigh to start/delegate)
- PTA will purchase raffle prizes with the monetary donations from Non Uniform Day (Kayleigh/Tania) and additional refreshments for the Summer Event (Barbara)
- PTA and PFG to organise a fundraising event for playground equipment (Autumn)

The next meeting will take place on Wednesday 21st May at 9.15am.