**Draft Minutes of Budbrooke Primary School Parent Teacher Association**

**held on Thursday 5th November 2020 on Zoom Call**

**Present:** Mark Crawley Miss Osborn

Keri Purnell Mr Craig McKee

Heather Bailey Matt Halford

**Apologies:** No apologies received.

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| **Minutes** | **Action** |
| **Minutes from previous minutes**  Minutes were not completed by the time of this meeting. | LM |
| Mark reported that the quiz went really well, 11 families took part and scoring was high!  Mark to bring in Keri’s chocolates for Ms Osborn to pass to Robbie!!  The format and level was agreed to be spot on. Timing of the quiz could be slightly earlier than 5.30pm, maybe target 5pm next time.  Craig suggested sending out a Microsoft form re. timings and to go with the majority for a potential Christmas quiz. | MC |
| **Bank Account/Signatory Update**  Just before lockdown we tried to sort signatures for Matt Halford and Mark Crawley to sign cheques etc. Angela got all the forms and got everything signed off. However, these were dated 2011 and therefore invalid.  Mark has new forms and will attempt again.  **Christmas Preparation**  MC has sourced a Father Christmas video and will cost £12.99 for as many videos as we would like. Everyone agreed to go ahead.  **Christmas Personalised Gifts**  MC thanked KP for all her hard work. One idea stood out and emailed out where each child has a form and on one side of the paper they would draw their artwork and on the reverse a form for the parent to fill out as to which gift they would like and agreed the school would have until the 7th of December to print the forms off and distribute. Tea towels are £6 each and we sell at £6, cost to us £4.50 and we would make £1.50. Mugs £6 each. Costas £9 for 4, Handy bag 40x40cm £6 and Handy bag 44x40 £7.  **Christmas Personalised Gifts (Cont’d)**  It was agreed that children would do their artwork at school and forms to be copied so that parents can see the results and can fill the form out. Forms to be sent home by 13th and back by the 20th. Originals to stay at school. MC to customise the form. It was agreed that payment should be returned with either cash or cheque back to the school with the child’s name on the envelope. KP to collect on the 23rd/24th and for reconciliation.  **Bingo**  Discussion took place whether it should be on-line or in the classroom. MC to speak with LM.  **Christmas Gift**  A suggestion of asking for a £2 donation but every child to receive a gift. KP suggested books from the Works for Reception children. Maybe mindful colouring books for the older children. KP to see what’s available.  (MC explained that the Amazon set up is still ongoing but needs a copy of a statement to activate).  Craig mentioned that £600 was raised with the smartie activity!  KP raised the subject of a raffle, but felt that under the current circumstances not to persue this time. | MC  MC  CMKee  MC  KP  MC/LM.  KP |
| **Items to fundraise for:**  CO/BL looked into a quotation for a structure to be installed on the year 5/6 playground and was given a rough estimate of £10-£15k because they would need to replace the flooring with a soft landing floor. The company would like to come out and do a full consultation.    Discussion took place as to whether we should go ahead for one project or multiple. Or to keep raising funds to aim for the Year 5/6 structure.  CO to contact the company in question and to ask for their opinion on the space. MH happy to meet up when CO in person when the company comes to look at the space.  Teachers to ask the children what other playground material they would like e.g. balls, hoops etc. | CO/MH  CMcKee |
| **Any Other Business**  Camera request funding. MC to look at email from Craig re. pictures and details. It was agreed by all those who attended on the meeting to approve payment for this. | MC |
| **Next Meeting**  Thursday, 19th November 2020 at 7pm. | All |