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

**held on Thursday 4th March 2021 on Teams**

**Present:** Mark Crawley Chloe Osborn

Farai Munzungo Keri Purnell

Craig McKee Lynsey Mason

**Apologies:** Beth List Matt Halford

Heather Bailey

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| **Minutes** | **Action** |
| **Actions from February Meeting**  Invoices for Festive Funday and Christmas gifts were not paid. MC has agreed with CM for the school to pay the invoices and for a donation to reimburse be made by the PTA. MC has sent over the invoices. CM to arrange payments. MC to arrange cheques to cover the payments.  KP expenses are outstanding for Christmas Gift purchases. MC to arrange for a cheque to be delivered to KP over the following weekend to cover the cost.  School website PTA page hasn’t been updated by MC. MC to action this.  MC was to check the Google Forms funding requests for the details relating to the science workshops. MC completed this action. Workshops to be discussed in this meeting. | MC/CM  MC  MC |
| **Treasurer Resignation**  MH has resigned his role of Honorary Treasurer, effective as of the meeting, due to work commitments.  MC to retrieve Finance box with paperwork and money, including cheques. MC to arrange for cheques to be double signed from previous signatories, to be used to cover school donations and expenses.  MC confirmed that the constitution confirms that an Honorary Treasurer can be appointed outside of an AGM or SGM. No volunteers from the current committee to take on the role full time. KP and FM said they would be willing take it on in case no volunteers step forward, but first preference is to seek outside support from other parents. MC to seek volunteers from parents for Honorary Treasurer and ordinary committee members. MC to draft message for parents, with CM to distribute to parents, asking for volunteers with deadline of 1st April.  MC to try to get set up as signatory on bank account | MC  MC / CM  MC |
| **Funding Requests**  We don’t have current bank account status, however we believe we have approximately £13,000, with £8,000 allotted to the playground fund, leaving approximately £5,000 left to utilise. Doesn’t take into account Christmas, nor expenses.  3 current funding requests – no others currently received.   1. Author visit – £250 – PTA agreed to pay for author visit. 2. BL has requested funding for a competition for 14 (2 per class) x £5 book tokens for National Book Week, totalling £70. PTA agreed to pay for the competition prizes 3. Science Week – workshops for each class, with each child taking home something they make, for example slime, sweets and other things. Reception will have demonstration of bubbles, balloons and other things. To take place on 22nd March. Cost is £777.60. CM confirmed no budget exists for the school to cover the cost if the PTA didn’t cover it. CO sought workshops from two different providers, however the one requested to be funded was the only one available on the date required (Sublime Science). PTA agreed to pay for the workshops. MC requested photos to be taken of the workshops for publicity. CO to supply. | CO |
| **PTA Poster**  CM confirmed the office had requested a poster for publicity purposes around the school. No further action required. |  |
| **Any Other Business**  **Playground Equipment – CO**  Playforce visited 3rd February to identify location and items to be sited on Year 5/6 Playground. Needs to be sited down the side of the playground due to the netball court. Can’t be located near trees, so would be next to science lab windows. 6 x 6 climbing frame, with plans and quote to be provided. Flooring discussed, to be included in the quote. No other equipment suggested (timber trail would be too young) other than triangle pyramid climbing structure. CO to share quote once received.  For Reception, prices sent over by Mrs Thomas last year as items could be purchased from a catalogue. MC to locate and pass around.  **Easter Egg Decorating Competition**  MC to arrange form to be created and sent out for children to decorate, with PTA funding some prizes for the best. Winners to be displayed in the entrance hall. Winner per class, with a crème egg for each participant and a bigger egg for the winners. £1 entry. 1st April to aim for judging, with submission before then to collate. KP to purchase approx. 200 crème eggs from Bookers. MC to purchase winners eggs from Sainsbury’s. Two identified as dairy intolerant, to be taken into account for the winners eggs. Form to be sent out on Friday 19th March. | CO  MC  MC  KP / MC |
| **Next Meeting**  Thursday, 1st April 2021. |  |