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

**held on Thursday 1st April 2021 on Teams**

**Present:** Mark Crawley Heather Bailey

Farai Munzungo Keri Purnell

Lucia Galabova Kelly Burnett-Nichols

**Apologies:** Beth List Lynsey Mason

Chloe Osborn Craig McKee

Rebecca Hilliar

|  |  |
| --- | --- |
| **Minutes** | **Action** |
| **Actions from March Meeting**  Request for volunteers took place via a newsletter, poster and posts on Facebook. Lucia Galabova, Kelly Burnett-Nichols, Rebecca Hilliar and Sionnain Backman signed up as Ordinary Committee Members, with Rebecca Hilliar signing up to take on the second hand uniform sales. All were welcomed by MC and the existing Committee. MC to send an email to everyone so everyone has each others’ email addresses.  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  Complete  Complete  Complete |
| **Second Hand Uniform Sales**  Rebecca has collected and sorted the clothes, and will start advertising the sale of them again shortly. Sarah James has banked the last of the money that she had collected. The Committee arranged for flowers and chocolates to be delivered to Sarah to thank her for the past 6 years of service. Sarah contacted the Committee to thank them for the flowers. MC to set up Facebook Page author access for Rebecca. | MC |
| **Committee Roles**  Role is still open. Kim Merrit has volunteered to potentially support with the Honorary Treasurer role. MC to speak with Kim Merrit following conversations with KP. Angela Scott, previous Treasurer, is happy to support someone taking on the role. LG is also happy to support Kim. Potentially division of the role to be looked at, with one named person for the Charities Commission. | MC |
| **Easter Egg Competition**  KP organised the crème egg entry prizes, with MC arranging the winners’ eggs. HB put together a fantastic form, which was sent out via the school for every child to design an easter egg. Each entrant received a crème egg for entering, with a £1 donation. It was noted that some parents didn’t see the forms; a Facebook post with a link to the form on the PTA pages of the school website was issued to resolve this. We received £123 for entries, however there may have been more entrants as initially some teachers weren’t requesting the £1 entry fee. Teachers nominated the top 3 entries for their class, which was submitted for final judging. MC and CM judged the number one entry in each class, and the winning eggs were later issued out to those winners. KP had an extra box of crème eggs, so that box will be sold separately to parents. | KP |
| **Scavenger/Treasure Hunt**  HB contacted a number of different companies to source a planned hunt. The identified company is <http://www.huntfun.co.uk/>. Proposal from HB to purchase one copy at £6.99 to test it out. Proposal approved by the Committee. Copy to purchase and distribute would be £39 for 20 people plus £1.95 per additional person/family. HB to put together a proposal and send to committee for review.  Huntfun have learning objectives against each hunt, in line with <https://www.childrensuniversity.co.uk/>. Clues are on statues, monuments and signs, so would be COVID-19 safe. Would look to sell copies and provide a prize. The proposed hunt is based in Warwick, starting and ending in the same place. | HB |
| **Father’s Day – June 20th**  Will look to run Father’s Day room. Prep and confirmation for running it to be left to May meeting. |  |
| **AOB**  **Newsletter**  Newsletter was sent out by MC at start of March to support with recruitment. An additional newsletter to be sent out at start of May to cover second hand uniform, treasurer role, welcoming new committee members and that we’re working on future events such as Father’s Day Room and “something else in July” (not being specific about the scavenger hunt at this stage).  **End of Term Disco**  Might look to do something outside. There is definite demand for running it. Need to understand whether it can be run at the school indoors or whether we need to move it to a community centre. Suggestion is to not run the stalls that need parents’ support such as tattoos, lucky dip, etc, but keep sweet shop. KP to confirm whether the Disco Man could run an external disco, however concern raised about weather as a potential issue, as well as safe guarding (could utilise Year 5/6 Playground). KP to confirm that we already have the Disco Man booked for last Thursday before the end of term in July. MC to ask CM which Thursday in July we can use.  **Website**  PTA web page on School website updated (<https://www.budbrooke.warwickshire.sch.uk/page/pta/54627>) with revised opening content, minutes, constitution, committee roles and newsletters. Events calendar to be used as well.  **Cake Sale**  KP raised the suggestion of a cake sale either in-site or off-site in order to raise some more money. MC to confirm with CM whether or not it could be run inside/outside school grounds. If not, could approach Budbrooke Parish Council to see whether it could be run at School Park. | MC  KP  KP  MC  MC |
| **Next Meeting**  Thursday, 6th May 2021. |  |