

Minutes of the Berewood Primary School PTA Meeting
Held at 7.45pm on Monday March 14th

Attendees

Mike Anthony – Chair (MA)
Rachel Doherty – Treasurer (RD)
Sarah Turnbull – Secretary (ST)
Ricky Leigh – Head Teacher (RL)
Donna Hopkins (DH)

Apologies

Charlie Corp

MA opened the meeting, welcomed, and thanked everyone for attending.

Actions from Previous Meeting

Outside Stage – ST advised she had emailed Mr Prince to arrange a site visit in person or via Zoom and was awaiting a response.

Consent to Share – MA advised that there had now been 147 replies which covered just under half of the total number of members on FB. MA took an action to provide RL with a list of those who have not completed the CTS. **Action MA** Then MA and RL will meet and spend time going through the list together. **Action MA/RL**. It was agreed that the draw for the Curry Voucher would now be held for those who have completed their form. **Action MA**

Contact other Theatres – no further responses have been received

Circus – agenda item.

Lottery – MA is still looking into this. **Action MA**

AmazonSmile – ST will add this to the bulletin this week

Agenda Items

Treasurer Report – RD provided a breakdown of the account to date.

Currently there is 7295.93 held in total in both accounts, with a lot of this year's Christmas Shopping already complete. The film nights raised 533.00 and had an expenditure of 113.89, 93.75 has also been paid out as a deposit for the school discos.

Film Nights Wash Up – MA stated that the film nights had been very successful and thanked everyone who help on both nights, everyone agreed it was lovely to see the children together singing and enjoying themselves. The Committee thanked RL for all his help and support and his team. Discussions took place regarding ways of improving this event, this included shorter films for the younger children, splitting down the Year groups further. RL advised that it is often the dispatch of the children that can cause the problems, but that he can always try to arrange some teachers to stay and help with that. DH mentioned that the toilet situation wasn't great, with only one cubicle in each of the closest toilets. RL advised that more green lanyard helpers would ease this as they could

wait in the corridor so that the other toilets could be used. RD advised that some payments were still to come in, ST confirmed that she had some cash handed to her on the night to pass to RD.

Discos – Discussions continued from above regarding the two planned disco nights. It was discussed that a shift change would happen so that helpers didn't spend all evening in the corridor. RL also agreed that further helpers could have DBS checks sent off. DH asked if there would be a break before the Discos so that children could go home, eat, and change as it was mentioned by parents that the children were very hungry after the film nights. RD gave a breakdown of the proposed times

31st March

Yr. R and 1 – 3.30 – 4.30

Yr. 4 and 5 – 5 – 6.30

7th April

Yr. 2 and 3 – 3.30 to 4.30

Yr. 6 5 – 6.30

RL asked about the break and how the children would get ready? DH added that they will need a snack. RD asked what sorts of snacks and it was suggested that fruit be provided as well as biscuits and that there would be jugs of water and squash. MA asked if the school would have fruit they could provide, RL stated that probably not as they would be having raisins instead of fruit at this time. RL confirmed that he was happy to support the discos this time and see how the timings worked but stated that the children must have a snack and that how the children get ready needed to be arranged.

Discussions took place regarding the cost of the discos, RD confirmed that there were 225.00 each night, plus there would be the cost of the snacks and squash to cover. MA calculated that approximately 3.50 would need to be charged per head. It was agreed that all children would have the opportunity to attend and there would be no cap on the numbers per disco. A cut-off date would be advertised so that the last-minute situation didn't occur again. Tickets were discussed but it was agreed it would be easier not to have to get these handed out. ST asked if a flyer could be printed out so that the children could take this home, RL confirmed he was happy to print these.

Sunflowers – RD explained that the Committee thought that it would be nice to give something back to the children and school and that we thought maybe a Sunflower growing competition would be nice. RL could decide how many per class etc or if one per child, RL took an action to speak to the outdoor ground's coordinator. **Action RL** The Ukraine situation was also discussed as this is the national flower, RL advised that some parents are not discussing this with their children and that Comic Relief are donating to the refugees.

Easter Events – ST advised that her company O'Hara Solicitors have also set up O'Hara Properties and Estates and the Estate Agency were keen to hold a colouring competition for the Children as part of our Easter event, they would supply 3 eggs as prizes and display the winners in their window over the Easter weekend and on their social media. RD also suggested an Easter Trail on the Berewood Trail would be good, it was agreed that Grainger's would be emailed as they were happy to support this for Halloween. Also, a guess the number of sweets event could take place, all agreed these would be 3 good events.

Coffee Mornings – MA suggested that this could be a good idea to encourage more members, it would be a chance to say hello and explain who we are and what we do. Could take place before school year starts and then again in the September and the summer. RL suggested doing this in May

as it can get busy with sports days etc in the summer term. MA took an action to set a date. **Action MA.** There could be a few slides, a chance to get the word out to everyone and get more support.

Uniform – MA asked what is done currently with the non-branded uniform such as trousers etc? RD advised that everything is taken in and then the non-branded items are taken to Cash for Clothes and sent to Africa. ST suggested doing a uniform sale at school one day. MA said a pinned post was needed giving out information about the uniform, RD said that we would need to be careful as there is only so much, we can store. It was agreed that a monthly sale rack could be set up and then have an end of academic year sale.

PTA Structure – it was agreed to carry over this agenda point to the next meeting. RL asked if the minutes were detailed enough for the constitution as MA may need to become acting Chair until everyone is aware and able to send their nominations. ST advised that the Chair’s intention to stand down was previously minuted. The Committee took an action to look at the Constitution. **Action The Committee**

AOB

MA – no

RL – advised that he had emailed the wider staff asking for teachers to attend these meetings and apologised for missing the previous meeting.

DH – no

ST – asked on behalf of a Grandparent who did school pick up if ‘Travel People’ signs could be considered for outside the school. RL confirmed he would pass this on to the Governor who deals with the travel, only 21 people completed that travel questionnaire for school which was very disappointing.

RD – no

Meeting Closed at 21.50

Actions Table

Date	Summary	Person Responsible	Closed/Ongoing
21 st April	Stage area	RL	ST has emailed Mr Prince re a site visit and is awaiting a reply – ST will email again
15th Nov	Consent to Share	MA	Ongoing until 7 th March – MA and RL to meet to go through the list and Curry voucher draw to take place

Jan 2022	Contact theatres re Panto	All	Some responses still awaited – still to chase
Jan 2022	Circus	Committee	Dates to be discussed for Summer Event so this can be investigated – awaiting information
Feb 2022	Lottery	MA	To investigate the setup of this and post on FB
March 2022	Sunflowers	RL	To discuss this with the ground's coordinator
March 2022	Coffee Morning	MA	To set a date in May
March 2022	Chair	Committee	To check the constitution