

The Stoke Poges School's PTA

PTA Committee Meeting Minutes

Date: Wednesday 2nd 2022

1. Attendance

President: Liz Astley

Chairperson: Emily Cleary

Secretary: Karrie Taylor

Events Co-Ordinator: Zonia Palacios

Buyer: Amy Chapman

Helpers Co-ordinator: Saira Awan

General Support: Manjit Bassi

General Support: Laura Pryce

Events Co-Ordinator: Amanda Benians

Danielle Barret

2. Apologies

Treasurer: Stuart Kellerman

Events Co-Ordinator: Clare Shearer

Helpers Co-Ordinator: Kelly Flaherty

General Support – Nicola Davidson

Communications - Alicen Nicksen

3. Spring Events

4. **Bags2School** – Went well and raised just over £300. Next collection booked for 16th June.

5. Spring Events

Ukraine – A notice to out from the school and the PTA regarding donations of school supplies and toiletries. Danielle Barrett offered to take donations to the Polish Club next week. Donations to be in by Wednesdays so Dani can take to the Polish Club.

Circus – Fulmer to organise, Stoke Poges to support organisation and host on the school premises.

Subcommittee: Amy, Dani, Manjit, Emily. Need one more person

Food Festival – To be held in the school fields. Get caterers from different ethnicities. Children can bring dishes to share. Dated agreed 21st May, week before we break for half term, 12-4pm. Manjit organising store holders. Subcommittee have come up with some additional ideas such as Cultural outfit parade for the children, a reading corner, they are hoping to get Usbourne books along also get some parents to sign up to read some popular books such as Gruffalo in Spanish or other languages. May have skittle alley from social group. Emily to do a risk assessment for the council.

Subcommittee: Alicen Nicksen, Kelly Flaherty, Manjit Bassi, Amanda Benians, Clare Shearer, Natalie Pitchley

Bag to school – June 16th – to be discussed in next meeting.

Mother's Day sale – To be held on Friday 18th. Ticket sales deadline 11th March. Four volunteers for the day and need 3 more people on the day to help. Zonia to give lists and tags to classrooms, children to be sent in order of the list. Amy has got most of the presents are ready for wrapping.

Volunteers: Emily, Zonia, Alicen, Manjit, Laura and Saira.

Smarties Tube – Smarties went out today. Deadline for money to be collected is the 31st March. We can then let the children know before they go on Easter holidays how much they earned and that they will come back to new class libraries in the summer term.

Volunteers: Emily

Breakfast with Easter Bunny – Emily suggested to postpone the event and have a teddy bears picnic on a Saturday morning in the summer term. Lots going on in the spring term. All agreed that we would wait for the summer term.

Volunteers: Emily

Car wash – Fox and Pheasant have offered their back car park for the children to wash cars. All agreed would be a good idea. Emily to liaise with them to set a date.

Easter Egg Hunt – To be held on the last day of term which is Thursday 7th. Stuart to organise. Easter egg hunt is one of the children's favourite activities. To be held after school at pickup. Would need volunteers for the day. Emily to follow up with Stuart. Siblings to be included.

Volunteers: Liz to ask if some of the staff can help, Amanda, Laura, Dani and Stuart to help put clues up and hand out eggs.

Second Hand Clothes sale – Liz agreed for clothes sale to take place on or in front of school. Need 4 or 5 volunteers and look to doing before the Easter holidays. Mrs Cook has agreed to take the lost property items and wash them to put with the other sale clothes. Laura to look in PTA cupboard to see how many boxes of clothing we have. Date agreed for the 25th March. Emily to organise communications to let parents know in this week's email, let class reps know to put on WhatsApp's groups. Zonia to update the boards, will create poster and put on PTA boards. Zonia to create a poster with save the dates, Emily to put dates in and send to the office for printing.

Zonia – List on PTA WhatsApp. Amanda to review list and discuss with the other teachers if there is something on the list, they would be happy to do.

6. Set dates for Next Meetings

Emily suggested that we should meet in person to make the meeting more inclusive for all school parents. Manjit suggested having a face to face twice a year where parents can then come along and meet the committee. Manjit also suggested putting the minutes and agenda onto the school website, meetings should be open to all parents. Agreed that PTA events should be inclusive, put agendas and links to the zoom meetings on the website with dates for parents to join in. School to run coffee mornings for individual classes, probably in summer term. Emily suggested that someone could go from the PTA to try and get a few more people involved.

Try to book in first full week after each half term. Suggested dates

Wednesday 27th April 2022

To be booked on Teams. Liz to organise.

7. AOB

Approval signatures:

Emily Cleary (Chairman)

Stuart Kellerman (Treasurer)