

**STUBBINS PTA MINUTES**

**Date: 16/01/2022**

**ATTENDEES:**

**Chair:** Clare Waterfall-Hallam

**Vice-Chair** n/a

**Procurements:** n/a

**Secretary:** apologies

**Treasurer:** apologies

Non committee: Katie Simpson, Helen Bisson, Rebecca Birks

**School Representatives:**

**Head:**  Clair Clark

**Teachers:**  Julie Nicholls, Jenni Clapperton

**Class Representatives:**

**Reception: TBC**

**Year 1: TBC**

**Year 2: TBC**

**Year 3: TBC**

**Year 4: TBC**

**Year 5: Mags Jones**

**Year 6:** Clare Waterfall-Hallam

**MINUTES OF THE LAST MEETING**

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| **Agenda Item** | **Actions** | **Notes** |
| Apologies |  | Sarah Wolkowski (work)Sami CulshawRuth Proctor (work)Natalie Bushell (work)Abi McKennell (on leave) |
| Minutes from last meeting | Directed to website |  |
| Matters arising | 100 club – rolled over to next meeting | This was AMc action point |
| Treasurers report - | £3055.21 profit raised and £787.02 spent 2022/23 | Spend was on event expenses, parentkind membership/insurance and lottery licence. |
|  | £6,464.37 in account, £1,093.40 in holding account. | Full report to be published once signed off and submitted. Thank you Sarah for all your incredible efforts. |

**DISCUSSIONS FOR THIS MEETING**

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| **Agenda Item** | **Actions** | **Notes** |
| Funds, targets | Subside school tripsBuy school booksBuy non-fiction library booksCC will obtain costs for budgeting. | Committee happy to ring fence £ for these. Match funding available for the books.  |
|  | Outdoor area/field/willow arches/bog plants/nurture nook – lodge/pod/extension/intervention area. | This will require costing and big fundraising efforts but in principle happy to get a project underway. School to discuss requirements and obtain costs. |
|  | Play leaders/zoning the playground. | MM may present a request. |
|  | Research GiftAid applicationCC to see what is involvedCWH to apply for Facebook fundraising platform | – may ned to be done after treasurer handover |
|  | Amazon Smile and easyfundraising - CWH | Note in newsletter and on PTA pages |
|  | Multisports area - CWH | Fwd Ed Hunt’s proposal to CC to review and discuss with governors. |
|  | After school clubs – CC to discuss with staff and governors | Non-sport after school club e.g. the arts, cooking, science. Possibly not a PTA item if school/agency put on, but happy to support where possible. |
| Appointments | Class reps needed for all bar year 6 and Year 5 – CWH note in newsletterAll committee roles to be appointed officially at AGM – CWH note in newsletterTreasurer to be appointed at EGMAccountant to sign off annual report. | Mags Jones officially appointed to year 5, thank you Mags.Treasurer needs urgent replacement by Summer BBQ at the latest.James Settle has volunteered to sign off the accounts as independent reviewer. Thank you James. |
| Communication | PTA Newsletter – CWHNotes in weekly school newsletter – CWH Facebook – families of current pupils only – CWHAdvertising – Not allowed  | Update the last one the was not circulated.CWH email CCRemove alumni and every July say thank you and goodbye to leavers.Assumption that school/PTA endorse the services and may reflect on us. |
| Christmas Fair evaluation | Add to next agenda – CWH/AMc | Rolled over to Feb planning meeting |
| Events | CC put dates in calendarCWH – advertise dates and ask for planners, schedule planning meetings.09/12 Valentine’s Disco30/03 Easter Quiz/AGMDate TBC – BBQ/Summer – CC 12/10 Glow Disco01/12 Christmas FairAlcohol | Not done in long time.RH to compereCC to check suitable datePGL week afterUsual formatNon on site, any event requiring bar would require venue’s own staff. |
| Challenges to PTA and volunteer contribution | Conduct Survey – CWH | Will run questions by members before publishing. |

**ANY OTHER BUSINESS**

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| **Discussed**  | **Actions** | **Notes** |
| n/a |  |  |