

Friends of St Mary's Meeting
Friday 29th November 2024

Present: Mr Petty
Ruth (School Secretary)
Linsey Steell
Chloe Seaman
Clara Wilson
Laura Brown

Mr Petty welcomed everyone to the meeting. Notes of items to discuss at the meeting were circulated in advance.

The minutes from the previous meeting on 20 September 2024 were approved.

Linsey noted the results of fundraising over the term to date noting the following:

- The Quiz night was great success and raised over £550. Mr Petty noted it was a good evening and that he would be happy for it to be run again in future years.
- Asda Cash pot has raised over £251.
- Clas Fundraising Card Art has raised c£147.

Remaining events for this term include the Elfridges sale for the children to buy Christmas gifts and the Christmas cake sale.

Events discussed

Christmas cake sale plus

It was agreed to hold a cake sale on Friday 13th December where cakes and any extras left over from the Christmas sale could be sold. A lucky dip will also be organised on the stall. Weather permitting, it was agreed that this would be held outside in the playground and gates would be open prior to collection time to allow parents to buy items before collecting children.

School Disco (after school)

The logistics for a school disco was discussed with Mr Petty. It was agreed to split this as follows:

- Key Stage 1 children covering Reception, Year 1 and Year 2
- Years 3 and 4
- Years 5 and 6

A Friday night was considered the best day to run the disco. Mr Petty and at least one other staff member would be required to be present alongside parent volunteers. There would also need to be a first aider present during the event.

The PTA would organise the event and sell drinks and snacks on the day for the children to purchase. The PTA needs to find a volunteer parent to organise this with the school and run the event, along with parent volunteers on the day to staff the drinks and snacks stall.

Action: PTA to find a volunteer to organise the disco.

Rainbow Run

This is normally run around May each year. The PTA would like to fund an alternative to this for this year. Mr Petty agreed to consider alternatives put forward by the PTA and to run the event when the weather is more reasonable.

Action: PTA to consider alternatives to the Rainbow Run.

Crazy Hair Day

Mr Petty agreed to run this day during the Spring Term.

Action: PTA to organise with the School a suitable date and then notify parents.

Summer Fete

This has been confirmed for Saturday 21st June. Volunteers are required to:

- Advertise
- Find stall holders
- Organise stall holders on the day
- Setup, run stalls on the day, clear up at the end of the day
- Flyer delivery to village houses
- Obtain raffle prizes
- Organise the drinks and teddy tombola

In order for this to run effectively, a team of organisers will need to start work on this in January 2025.

Assistance with events

It was discussed whether requests for help could be made to the entire school parent community rather than just within the wider PTA group. The PTA is struggling for volunteer help to organise and run the events over the remainder of the school year and will require a team of volunteers to organise the summer school fete. It was agreed that an email would be sent to the parents setting out details of the events that would like to be run over the rest of the school year and request help in running these.

Action: School to send the email to parents before the Autumn term end.

Other items discussed

District Sports tops: This was an item carried over from the last meeting.

Action: Ruth will speak to Mrs Egerton regarding this.

Update post meeting: *The district sports tops have now been ordered.*

PTA noticeboard: It was agreed that the PTA noticeboard could be moved to the external fence to show parents what's going on.

Action: PTA to speak to Mr. Lewis regarding moving this.

Action: PTA to create a “thermometer” notice to show how fundraising is progressing over the year and the target amount for this year.

Clothes donations: Clara noted there are various initiatives that will pay a set amount to schools for clothes donations. Parents are giving a bag they can fill with unwanted clothes which are then brought to school on a particular day to be collected. The bags are weighed and payment is made according to the weight of donations. It was agreed to go ahead with this.

Action: Clara to provide further details to Mr Petty and then organise with support from the school office team.

PTA procedures: Mr Petty noted that it would be helpful to formalise the running of the PTA noting in particular the completion of annual accounts in a timely manner and compliance with the requirements of the Charities Commission. Linsey noted that the bank account is in the process of being updated to allow new signatories although this is taking longer than expected. Clara and Chloe have agreed to be new signatories on the account alongside Linsey and a school representative.

Clara noted that she will prepare minutes following each meeting going forwards and issue these to Mr Petty for approval prior to circulating to the wider PTA group.

Action: relevant PTA members to finalise the requirements for changing the signatories on the PTA bank account.

After School clubs / breakfast clubs

The PTA raised this issue with Mr Petty and asked whether the school were considering anything further in this regard going forwards. Mr Petty noted that there was a parent survey done in March 2024 and responses to this were initially high. However, when parents were asked to commit to dates following the provision of the school’s offering there were very few who did so. The PTA asked Mr Petty to provide a summary of the costs that were previously offered for these so that it could be considered again.

The meeting finished at 3pm.

Dates agreed

Event	Date
Mother's Day sale	Friday 28 th March 2025
Easter Egg Hunt	Week commencing 31 st March 2025
Father's Day sale	Friday 13 th June 2025
Summer Fete	Saturday 21st June 2025