

PTA Meeting Minutes

Monday 24th July 2023 at 6pm

Attending: Mark Furia (MF), Kelly Caswell-Treen (KC-T), Vicky May (VM), Nicky Bamford (NB), Jo Heafey (JH), Catherine Hartley (CH), Phil Gilbert (PG), Tom Bailey (TB) and Harriet Phillips (HP)

Apologies: Carl North (CN), Fiona Greig (FG), Katie W (KW), Lianne E-F (LE-F)

MF welcomed PTA members and noted apologies as listed above.

The meeting commenced with the approval of minutes from the last meeting, actions from these are to find out what the balance owing to the school is (if any) so that the PTA can clear the debt off for the new academic year.

KC-T gave a comprehensive report on the recent income and expenditure showing the accounts in excel for the months of June and July. The bank account balance is showing £11618.78 with £324.73 in petty cash. The recent disco raised £158 and feedback from the teas and coffees served at the Leavers' play was that it was much appreciated from Parents. Thank you to all volunteers involved. There is still £131 owing for the food and items purchased for the Year 6 Leavers' event.

A new protocol has been put in place for any release of funds. Authorisation for money release needs to be sought and approved by MF, HP and KC-T before money is released. KC-T is the central point of contact throughout, she will get authority from HP and MF.

The spending of £9705 on the decking project was unanimously approved by all members present.

MF is going to find out from the builder (Phil) when he can schedule the work in and then liaise with HP on the date. Once a date is agreed MF will liaise with the volunteers for the extra labour. VM has offered to take away old timber with her trailer to save hiring a skip. The large spend is justified as we have been saving up specifically for this project, the structure will last 20 plus years and when the timber does finally need replacing the base structure will not need replacing.

It is noted that our funds will be depleted to below the £1000 mark by this spend and we will need to do more fundraising to support future spending.

NB suggested a programme for maintaining the timber with a wood preserving treatment. MF said that he would talk to the builder about what would be the best treatment.

JH suggested some of us provide refreshments for the workers and we agreed to organise this on Signal when a date has been finalised.

The Glitter Ball (date booked: 25/11/23) was discussed and CH may take on the lead organising roll with the help of Kate Gilbert and possibly James Heafey. VM will liaise with CH about what has been done in the past and offer up any knowledge gained from previous experiences.

TB volunteered to communicate with Damion from Devizes Running Club about organising a fun run and what date would be best, winter or summer. It was suggested that if held in the summer a fair could be incorporated – a possible date for this is Sunday, 23rd or 30th June. VM will send TB the phone number for Damion.

Disco dates have been put into the diary – 17/10/23, 08/02/24, 23/05/24 along with Easter Bingo on 26/03/24, they are being passed on to our DJ, Justin Bevin, for his approval and to put into his diary.

Cake Bake dates were discussed, there is a Staff Bake off in Term 1 so we will not hold one that term, Term 2 includes the Musical Soiree, Glitter Ball and Christmas Concert so it was decided that the cake bake will take the form of selling mulled wine and mince pies and/or cake at either the soiree or the concert, or both. Dates for bake sales beyond Christmas can be finalised in the first meeting of the year.

PG mentioned that the bell plaque needed cleaning for bell ringing and although this isn't generally recognised as a PTA responsibility, NB offered to clean it with Brasso ready for bell ringing tomorrow afternoon.

Date for the next meeting: Tuesday 19th September at 7pm with the option to log in via Zoom.