

PTA Meeting minutes

Tuesday 19th September 2023 at 7pm

Attending: Marc Furia (MF), Kelly Caswell-Treen (KCT), Vicky May (VM), Kate Gilbert (KG), Phil Gilbert (PG), Jo Heafey (JH), Fiona Greig (FG)

Apologies: Harriet Phillips (HP), Carl North (CN), Tom Bailey (TB), Catherine Hartley (CH), Nicky Bamford (NB)

MF welcomed the PTA members via online Teams meeting and noted apologies as above.

First on the agenda was approval of minutes, read through by MF and unanimously approved.

KCT presented the treasurer's financial report including a spreadsheet of data to be attached to these minutes. She gave a brief overview of income and expenditure for the past three months, this included income from summer ice lolly sales, cake bake and secondhand uniform sales and the largest expenditure of the year which was the decking project, paid for in two instalments together totalling £9705.50. This leaves a balance of £1689.11 in the bank and £331.71 in petty cash, a total of £2028.82 over all.

The decking project was a huge success and thank you to those hard working members of the PTA who turned up and got stuck in, it would never have happened without you. The steps look amazing and we can't wait to see them in use. Hopefully we will soon get a photograph of the whole school on the decking steps to share on Dojo and help celebrate in the PTAs efforts. A grand opening was discussed and an idea to include this at the same time as the Staff Bake Off cake sale was suggested, to be further discussed with HP.

PG to talk to Peter Knowlson regarding the parish council cutting back the hedge and trees behind the decking as they will drop debris on to the top steps. VM will also ask HP about Countrywide including it in their regular work.

A plan to maintain and treat the timber annual should be made. Possibly every springtime, it will be put to the Governors to see if this would become a school expenditure or if fundraising needs to be done to cover the costs and labour.

The Monster Dress-Up Disco on the 17th is to go ahead. KCT will source some sort of sweet treat and with the help of Gemma Caswell-Treen will run the refreshments. MF and PG offered to help decorate and VM offered to set up a goulash photo booth. VM will liaise with staff for a rota of help.

Parents evening was discussed and we will have the secondhand uniform rail, teas and coffees available whilst PTA members do some recruiting. FG, JH, MF and PG all offered to help with this. VM will try and make a display board of past events and expenditure.

VM will make a recruitment poster to share on the noticeboard and on Dojo.

The PTA are happy to do mulled wine and mince pies at the musical soiree and possibly a raffle, with any left overs being served in church at the carol concert.

As there is not a lot happening in November, JH suggested maybe a bonfire night themed guess the sweets in the jar game or similar fun thing for the children and to raise a small amount. Discussion needed with HP on this.

The Glitter Ball organisation is looking doubtful, KG has looked at some catering quotes but they came in very high at £28 per head and realistically that won't work without at least doubling the price of the tickets. MF is waiting to hear back from CH, the committee have decided on a deadline of 28th September before announcing that the ball will not go ahead.

VM did give TB the number for Damion Godwin from Devizes Fit in order to organise a fun run, however that was only yesterday so as yet nothing has been discussed. We will wait for an update from TB once he has had a chance to chat with Damion.

MF suggested trying to improve on our communications, planning dates and getting members to commit well in advance in order for the committee to be more effective. We will endeavour to put this in to practice.

Finally, we received the sad news that KCT will be stepping down as Treasurer in the coming months, we would all like to thank her for her meticulous bookkeeping and the efficient communications and reporting that she has always presented us with, she will be a great loss to the team. This role will be advertised a long with the Secretary role in the run up to the AGM in January. Both roles can have a significant handover period if needed.

Next meeting to be held in the week commencing 13th November 2023, date to be confirmed and advertised by VM.