

Woodthorne Primary School PTA Meeting
Tuesday 1st December 2020

Attendees -

Jene Knight (Chair), Abby Lovatt (Vice Chair), Anna Barrell (Treasurer), Anna Baker-Rice (Secretary), Manisha Patel (parent volunteer), Lucy Hodgkiss (Teacher PTA link), Ruth Edwards (Teacher PTA link), Tom Hinkley (Head Teacher).

NB. This meeting was carried out remotely via Zoom, due to lockdown restrictions arising from the Covid-19 pandemic.

1. Apologies -

Lahari Rajeev (parent volunteer),

2. Minutes from last meeting – 3rd November 2020. Minutes were agreed as an accurate record and signed by the Chair.

3. Actions from last meeting – 3rd November 2020. All actions completed as below:

- PTA meeting poster – completed & sent out to all parents (*thanks to Kate Benton for this poster*).
- Camcorders funding request from School – camcorders now purchased & sent to School.
- Poster for PTA Christmas fundraising – completed & sent out to all parents (*thanks to Kate Benton for this poster*).
- Remaining prizes from last year confirmed – a raffle prizes poster is also needed (**Action:** Abby to check with Kate if this poster could be prepared this week please).
- Christmas parties via video link – Lucy confirmed that this is not possible currently due to Safeguarding implications.
- x2 Christmas trees have been purchased & delivered to School last week.
- Christmas books – Jene has purchased & these will be arriving to her next week. Volunteers will be needed for gift wrapping. School will label these once returned & quarantine books.
- Baubles – Ruth confirmed the baubles have been delivered into School. 54 baubles have been sold. **Action:** Jene suggested a text message to all parents reminding of baubles / PJ day to be sent this Thursday.
- Class birthday parties – Mr Hinkley confirmed that SLT have decided these will go ahead, during Golden Time on Fridays. School to keep PTA updated if any

funding of squash/biscuits is required.

- Ruth confirmed £190 worth of raffle tickets have been sold so far.
- Ruth confirmed for 'Name the Reindeer' 43 tickets have been sold (but only 28 name guesses are recorded so far – **Action**: this will need monitoring in case a different recording method is needed).

4. Match funding Update (Anna Barrell)

- Anna confirmed we have two confirmed match funders for this period:
 - 1) To match fund the Mother's Day event (2020) - £350 by end of Dec. 2020.
 - 2) To match fund all Christmas Fundraising - £500.
- The meeting discussed ways to approach all parents re possible further match funding over the next few months in respect of next year's fundraising.

5. 2021 event calendar discussion (School focused)

- Jene asked for suggestions re possible school events next year / to avoid any potential clashes with PTA events.
- Mr Hinkley stated that new guidance is expected soon from the DFE re even planning / Tiers etc.
- Abby suggested could we possibly consider a sponsored event for children to take part in, if we are still completing fundraising remotely.
- Mr Hinkley suggested E.g. 'Spot the..... ball' photo for children to play online.

6. New requests for funding

- Ruth – iPads – Mr Stack (PE) wants to contact the PTA re a possible joint funding option for iPads. **Action**: Ruth to invite Mr. Stack to contact Jene via the Secretary Woodthorne email address.
- Jene / Anna Barrell – **Action** to look again at possibilities re refurbished iPads.
- Abby – reminded the meeting there was an outstanding funding request pre-lockdown for baking trays (Mrs Marsden – DT) – **Action** Ruth to check with Mrs. Marsden if this is still required.
- Anna Barrell – discussion re managing expectations / priorities around fundraising requests.

7. Actions summary

- **Action** – Jene to email Sarah F to send out email to all parents on Thurs 3rd Dec as a reminder re PJ day on Fri 4th Dec & to collect baubles.
- **Action** – Jene to message PTA volunteers re book wrapping.
- **Action** – Ruth to let Mr. Stack know to contact PTA re possible joint funding of iPads.
- **Action** – Ruth to contact Mrs. Marsden re possible funding of baking trays.

- **Action** – Jene & Anna Barrell to look into refurbished iPads.
- **Action** – Abby to ask Kate to update the PTA raffle poster (to send out end of this week).
- **Action** – Jene to source possible camcorders / prices
- **Action** – Abby to ask Kate to design a flyer for Christmas fundraising events (once these are confirmed)

8. Any other business –

- i) Jene – parent contact re possible sponsored event for a child due to start School in September 2021) dealing with cancer. Mr. Hinkley confirmed this is fine to go ahead. Action: To involve Mrs. Elcock – Charities organizer in School May/June time.
Abby mentioned that packs are available via McMillan / The Cancer Trust to support.

9. Date for next meeting – **Tuesday 12th January @ 6.30pm**