

## PTA Meeting

- Date:** Tuesday 17<sup>th</sup> October 2023
- Venue:** Staff Room, St John's Primary Academy
- Attendees:** Hannah Cook (HC, Chair), Jo Bold (JB, Vice Chair), Jamie McMullan (JM, Headteacher), Laura Greenhouse (LG, Secretary), Jim Bennett (JBe, Treasurer), Dani Pereira (DP), Georgia Ashmore (GA), Raj Virdi (RV) Laura, Linda, Donna, Richard, Kerry, Kasey
- Apologies:** Catherine Tromans, Christine, Tess Bailey-Benson, Emma Wilcox, Anna, Paige Reeves

### Finance Update

JBe opened the meeting with a finance update, showing that during the period 01/09/23 – 17/10/23, there had been income of just under £350 through Summer Reading Bingo, pre-loved uniform sales and the coffee morning. There has been expenditure of just over £1260, including the regular minibus payment, the purchasing of light-up wands for Fireworks night and the room hire for the coffee morning.

JM offered an update on the books being purchased by School using funds from the PTA donation confirmed at the AGM, as well as school contribution. A meeting was held with Oxford Reading Tree recently and during the next week, they will be conducting an audit of the books currently at school. A small group of children have been selected to try out some of the online reading books and give feedback next week.

LG to chase the payment due from the last doughnut sale, purchased through the app

### Coffee Morning

Approximately 30 people attended the first coffee morning, held in the Community Centre in September. Lots of cakes were donated and the feedback from parents was positive. Suggestions included potentially rolling out the idea to other year groups and also to explore other potential options to cater for working parents who are unable to attend during school time. A quiz night was suggested, which is something that the PTA held a number of years ago and this idea is to be explored.

JM supported the idea of opening up the events to parents from all year groups, adding that there were a large number of children who have joined the school in the past year from other local schools and therefore this could be a well-received event. JM also offered use of the school hall or gym.

## **Doughnut Sale**

The next doughnut sale is to be held after school on Thursday 26<sup>th</sup> October, with one sale near KS1 entrances and the other on the KS2 playground.

As previously, boxes of a dozen Krispy Kreme doughnuts can be purchased via the app for £10 until Thursday 19<sup>th</sup> October and single doughnuts can be purchased on the day for £1 each.

Kerry is to take the lead on this event and has confirmed that there are now enough volunteers to cover the two stalls. Set up will be completed by 3pm near KS1 to allow for Early Years slightly earlier finishing time. RV to check stock of paper bags and arrange additional if required.

JM confirmed that the school choir will be singing on the KS2 playground, too.

## **Fireworks Night**

JB to message Essington Farm regarding the meat for the BBQ. Bread and chocolate apples need to be purchased and RV is organising the samosas. HC has ordered the light up spinners and we have gone back to the previous company as the quality of the lights in 2022 was not as good.

JB mentioned that marshals may be required to help ease congestion at the end of the event as, although arrivals are staggered, all attendees tend to leave at the same time.

Kasey has said she can source another urn in time for this event.

Flyers are to go home with children on Thursday 26<sup>th</sup> October.

## **Christmas Cards**

DP provided an update. Last year 604 items were purchased; this year 536 items have been purchased, equating to around £1010 in commission.

JM noted that there had been an increased number of families taking holiday in September this year, perhaps owing to the cost of living crisis.

There is a chance that the shop may re-open, but there will be no further commission on sales to the PTA.

DP volunteered to take the orders that have been delivered today to sort at home and return to school to be distributed.

## **Christmas Fayre**

Confirmed as Friday 1<sup>st</sup> December with time from 2022 to be checked by HC, but estimated as 6pm – 8pm.

HC to take the lead on this event, with support of JB and those who have shown an interest in taking the Chair / Vice Chair roles.

HC suggested to JM that this event could be held half inside and half outside, to which JM agreed.

An idea of a pram park was also suggested, which is to be explored.

HC confirmed that there have been offers from volunteers to wrap teddies and help to prepare other stalls, but that further volunteers with preparation are welcomed, along with ideas for games / stalls

External stallholders can purchase a stand for £10 per stand, but any stallholders who have previously held a stall will be given first refusal and it will be limited to one of each kind of external stall.

HC is to arrange to call for volunteer help, including any volunteers for Santa

## **Pop Up Shops**

RV to lead. Date TBC as the format was decided as a gift for children to bring home to gift to someone special to them.

It was suggested that a Christmas decoration could be the main option, with any surplus stock available to purchase at the Christmas Fayre.

Teachers to encourage children to bring their donation, with reminders to go out prior to the event. School will ensure that those children who may not be able to afford to make a donation are still able to choose a gift.

## **Christmas Parties**

Sarah Bennett to lead, with support from RV. Magician and DJ are booked.

Sarah is to organise volunteers, and RV suggested that once the number of volunteers required is reached, then volunteer numbers should be capped.

## **AOB**

It was mentioned at the Coffee Morning that a number of parents may have good contacts who may be able to help with obtaining discounted products and services, including the blue light card, supermarkets and others.

HC mentioned that a separate chat group had been set up for those who are interested in taking on the Chair / Vice Chair roles and suggested that RV may wish to do the same as she looks to step away at the end of the academic year. HC also invited anyone else who may wish to consider the Chair / Vice Chair role to let her know.

JB and HC are to work on something to be included in the next newsletter to call for help from parents and their contacts.

HC confirmed that the PTA would only use the app for purchases, such as doughnuts and not for donations, as it has proved to be ineffective with dress down days and other similar events in the past.

DBS checks are to be completed by any new PTA members who will be spending time within school during school hours. Those members should contact LG via the School Office who will be able to arrange and advise. Any members who have previously had a DBS check done should also look to complete a new one and then sign up to the update service, upon request from Governors.

HC queried whether the shelving requested previously was now available in the garage and where the equipment for Christmas fayre was being stored in school currently. JM said this would be looked into with Dean Farmer (Caretaker).

Date of next meeting: Tuesday 14<sup>th</sup> November 2023 – location TBC