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**Heather Ridge Infant School**

**Parent-Teacher Association Meeting**

**Tuesday 17 November 2020 09:15-09:45, hosted on Zoom**

# **MINUTES**

**Attendees:**  Sarah Elliott (SE) - President, Laney Fleet (LF) - Chair, Jenny Sturt (JS) - Vice Chair, Amar Bhundia (AB) – Secretary, Julie Connor (JC) - School Business Manager

**Apologies:** None.

**Event/fund raising updates**

**LF/SE:** Despite COVID-19 frictions the last few weeks has seen some real successes.

* There were some 35 entries into the Halloween Pumpkin Competition
* The Poppy Appeal saw bulging donation boxes
* The Mufti Day for Children in Need raised c£300
* The clothes donation raised £469

**Committee Positions**

**SE:** Highlighted concerns about a shortage of committee members. The vacant treasurer position is most pressing. There is strong advice that it is not filled by school staff in order to avoid any conflict of interests. The most recent newsletter has again called for more volunteers for the committee.

**JS:** Volunteered to switch to the role of treasurer. The previous treasurer, Mark Jennings (**MJ**) confirmed that he would help JS with a transition to the role and submit any pressing treasurer reports. ***Decision – JS to become of the Treasurer.***

**AB:** Confirmed that he could stay in the role as Secretary until Aug 2020.

*Afternote – Adam Bisi (father of Zahra in Year R) agreed to become Vice Secretary.*

**Committee Newsletter**

**LF:** Confirmed an intend to disseminate a PTA newsletter before by the end of November 2020.

**Christmas thoughts**

**SE:** Confirmed that normally Christmas run by the school/PTA raises in excess of £2000. This year will require out-of-the box ideas.

**LF:** The committee has generated a plethora of ideas including:

* **A Christmas Raffle**
  + Several of individuals and companies have agreed to provider prizes/sponsorship.
  + The committee will engage with additional individuals/organisations. **LF** to speak to **SE** who has been contacted by an organisation with several options.
  + The committee may also consider asking parents to offer prizes. For example, Mrs Hettal Bhundia (mother of Rian Bhundia in Seahorse) a podiatrist (foot specialist) has volunteered to offer a free foot assessment as a prize. This option (of asking parents) may prove successful in:
    - Sourcing raffle prizes
    - Acting as a form of advertisement for small businesses and
    - Potentially bringing the parental community together.
* **A Bubble Christmas Party in a Box** in lieu of the traditional Christmas Disco to include such things as games and party bags.
  + **LF** to scope likely cost and reach out to parents to ask for sponsorship. **AB** agreed to sponsor the Seahorses Box.
* **A Reindeer Run**
* **A Christmas Mufti Day**

**LF:** MJ had identified that the school’s gambling licence is due to expire in December 2020. This required renewing in order to conduct the raffle. ***Decision – LF to renew the licence.***

*Afternote – LF renewed the gambling licence online*

**Digital donations/payments**

**LF:** Agreed to speak to **MJ** to confirm legal/policy issues and investigate the best means for receipt of digital donations and payments noting that it might be difficult to track multiple BACs transfers and many other mediums (e.g. Paypal) take a form of commission for electronic transfers.

**AOB.**

**JS:** Agreed to write to Year R parents to encourage them to join the PTA.

**LF:** Agreed to retrieve uniforms from PTA hut for Second-hand Uniform Sale

**Date of next meeting.** TBC.