**Minutes of PTA Meeting**

**Tuesday 1st May 2018**

**Present: Vicki Barrett, Grace Lester, Louisa Chipperfield, Nicola Penny, Zoë Browne, Harriet Tyreman, Charlie Poulter, Alana Moore, Emma Hamilton, Brioney Duffy, Fran Morris**

**Minutes taker: Zoë Browne**

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|  |  | **Action** |
| **1** | **Apologies: Karine Lecoq** |  |
| **2** | **Leavers Breakfast:**  23rd July  Helping on the day: Grace, Vicki, Alex, Louisa and Jeremy/Charlie. Zoe to find out if she can get time off work to help.  Lyndsey will be doing photos. | **GL, VB,**  **AW,**  **LC,**  **JP/CP,**  **LV**  **ZB** |
| **3** | **Leavers Bookmarks**  Jeremy will be making them again. We will need 60 of them, 30 for each class. Owls and Hedgehogs engraved on them with WBIS 2018. They need to be ready by July 24th | **JP** |
| **4** | **Tote Bags**  Charlie is organising these.  Waiting for pictures from Foundation and Year1.  Price will be £6 each or 3 for £15. Nik explained that this does not work on the website.  They will have all the children and staff as well as the school name on them.  Aim is to have them done by Sports Day. | **CP** |
| **5** | **Christmas Tags**  Jeremy will do them again. A suggestion was made to have them star shaped. | **JP** |
| **6** | **Christmas play recordings**  Need to find out if there is anyone who could record them (another parent or friend) as Lyndsey will no longer be at Infants next Christmas.  Maybe it’s worth asking Lyndsey if she would do it for a small fee.  Pete Stewardson might be able to do it, Nik will ask.  Someone could also put it on Facebook. | **NP** |
| **7** | **Panto Tickets**  Libby will take over from Karine and organise these. Tickets will go on sale around Sep/Oct.  The suggestion was made to put a “Save the Date” post on Facebook: Sun 16th Dec @ 1 o’clock  Nik will pick up the Dinosaur ticket allocation from Karine. | **LF,**  **NP** |
| **8** | **Summer Disco**  Halloween disco is on Friday 13th July.  The date in the newsletter is wrong – Nik confirmed this was her error and has updated Mrs Masters.  Party bags won’t carry a note this time. Instead notices will be put up on windows, Facebook posts and in the newsletter. It was felt that by now people should know what the bags are for. Lou will organise the bags.  We need some non-sweetie consolation prizes for children who can’t eat sweets.  Nail varnish needs checking. As well as a post on Facebook asking if anyone has any nail varnish or remover they can donate.  The decision whether to sell hot dogs and doughnuts will be made closer to the time. We’ll only sell them if the disco is outside as they are too messy indoors.  Diviing out the tombola bags will be done on Wed July 11th. Vicki, Brioney and possibly Harriet have volunteered to do this.  Charlie to buy ice. | **VB,**  **GL,**  **NP,**  **LC,**  **BD,**  **HT,**  **CP** |
| **9** | **Father’s Day Cake Sale**  15th June. 50p a cake  Grace will do a poster  Harriet and Fran to help set up  Second Hand Uniform to be sold as well | **GL,**  **HT,**  **FM** |
| **10** | **Film Night**  18th May – Ferdinand  Harriet to do popcorn and cookie bags  Children’s bar needs the popcorn/cookie bags next to the drinks not with the other sweets in between.  Vicki expressed the need for more help next year with Film nights as the majority of people who help this year will no longer be at Infants. Fran said she’d help whenever she can. Harriet, Lou and Libby also promised to help when possible. | **HT,**  **FM,**  **LC,**  **LF** |
| **11** | **PTA Roles**  The suggestion was made to advertise the need to fill the PTA roles more often on Facebook and in the school newsletter.  Also Mrs masters could be asked to add a slide to the new parents evening to advertise it.  Also it was decided that the PTA needed to meet more frequently to allow people to attend who can’t make the usual termly meetings and also to make the meetings shorter. For example have one in an afternoon and another evening one later in the term.  Charlie Poulter has volunteered to arrange another two meetings this term: one during the day and one in the evening  Fran Morris expressed an interest in being secretary  Brioney Duffy said she would think about becoming deputy chair. | **VB,**  **FM,**  **BD,**  **CP** |
| **12** | **New Parents Evening**  To be held on June 7th @ 7.30pm  Help is needed from 7pm  Libby Fraser and Fran Morris offered to help  Second hand uniform will be sold and this needs to be put in the letter going out to parents  Fran Morris has said she can advertise it on the new parents’ Facebook page.  Harriet Tyreman, Vicki Barrett, Grace Lester and Nicola Penny will all attend  It was decided that it would be good to send a welcome email to the new parents too. | **VB,**  **FM,**  **LF,**  **HT,**  **GL,**  **NP** |
| **13** | **Tears and Tissues**  It was suggested that this be put on the agenda for the next meeting |  |
| **14** | **Sports Day**  12 June in the afternoon (time TBC)  PTA to provide Teas, Coffees and Snacks  Lou Chipperfield will buy the lollies | **LC** |
| **15** | **PTA Night Out/Breakfast**  Night out May 24th @7.30pm at Bosco  Charlie Poulter to set a date for the breakfast | **CP,**  **ALL** |
| **16** | **School Requests**  No new requests were made  However Year 1 would still like a canopy for the outside classroom  Mrs Killick has seen one for £2000 but it would require someone to install it  The PTA can not afford to fund this right now but can work towards some targeted funding  Fran Morris will fill in the form at Waitrose to see if we can get on the green token scheme one month | **FM** |
| **17** | **GDPR**  In order to deal with the issue of existing data it has been decided that after the Film Night on May 18th has finished and before the disco ballot opens on May 25th all personal data will be deleted from the PTA’s records. So after that people will need to reregister and we can then obtain their consent from then on.  All paperwork from now on must say “We need your email address/phone number etc to communicate with you regarding this event.” Or words to that effect. In other words, every time we ask for an email address or any personal data we have to explain what we are going to do with it and why.  We need to clarify what constitutes personal data. Zoë Browne will check this out a bit further.  Nicola Penny needs to conduct a data audit. | **ZB,**  **NP** |
| **18** | **AOB**  Nothing else was brought up. |  |
|  | **Next meeting –**  **TBC** |  |