**St Michael's C of E Primary School PTA**

**Thursday 22nd April 2021**

**Minutes**

**Attendees:**

Parents: Hannah Ringrow; Amy Melillo, Jessica Bailes

Teachers: Jennifer Waller,

**Apologies:** Lizzie Arkley, Karen Cook; Cecily Leverton; Hayley Heley; Keri Vickery; Jemma Millard

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|  | **Minutes** |
| 1 | **Committee Members**  Vice Chair: Jessica Bailes  Nominated: Hannah Ringrow  Seconded: Amy Melillo |
| 2 | **Communication:**  **Newsletter**  We will create a regular newsletter to go out to all parents to detail all events planned, where money has been spent & raised. A version can be added for the new parents in the welcome pack.   * Jen to communicate date for new parents meeting * Cecily to investigate setting up new reception class early on classlist * Lizzie to create a newsletter template to include QR code for classlist, sway link, PTA email address, details of non-event fundraising e.g Amazon Smile, school lottery, Amazon wishlist * Hannah & Amy to coordinate on content for newsletter * Newsletter to be printed for book bags & added to webpage & facebook and classlist. |
| 3. | **Upcoming events Term 5**  **Coin War** 26th April – 7th May   * Amy to leave bottles in the hall for teachers to take to the classrooms. * Hannah to collect after the 7th from the office. * Amy to get sweets as prize for winning class   **Doughnut Sale** Friday 21st May  TBC with Kirsty  Order at beginning of week via classlist or slip to the office, deliver on Friday. Correct amount of doughnuts delivered to each class.   * Jen Waller to check with Kirsty whether this is possible * Leaflet (slip for the office & classlist details) & poster – Lizzie * Cecily – Set-up classlist to order doughnuts online per class. * Amy to coordinate purchase of doughnuts * Hannah to have list of paid children to give to office   **Non-uniform Day** – Thursday 27th May   * £1 donation to the PTA * Put in newsletter   **Ice lollies**  If anyone can think of a covid safe way to sell lollies, that doesn’t cross bubbles and cause parent gathering together then this would be a money maker. |
| 4. | **Events/Ideas for Term 6**  **Father’s Day**  Items to purchase for Father’s day – we will need to call this something else to incorporate grandfathers, step fathers, uncles and helpful male carers - similar to Christmas class sale. Identify small sets the kids can buy for £1-£3.   * Need someone to coordinate   **Quiz**  Can we look at running a socially distanced event in the playground on a June evening. 6 people per table spaced out, BYO drinks & nibbles.   * Jen Waller to check with Kirsty whether this is possible   **Smarties**  Provide every child with a tube of smarties and ask them to return filled with money. An idea, depending on how much outlay cost.  **Summer fayre activities**  Plan the golden ticket & balloons in Mrs Robsons car ( Not week 5th July) - Need someone to coordinate  Any other ideas will need to be managed in class bubbles. Nothing else agreed so far.  **Raffle**  This is one of the only ways to raise money this summer. We need to decide how to manage tickets/ online or paper.   * Jess to coordinate, but all PTA members to support getting raffle prizes. |
| 5. | **Events/Ideas for Autumn Term 2021**  **Christmas Cards** – If this is to be done at school in art classes, it needs to be organised before the Oct half term - Hayley Heley to coordinate this.  **Tea Towels/Bags**  Lucy to pass on tea towel & bag details. The company does other items e.g. mugs which we could look at offering  **Christmas glass jars**  Children fill a glass jam jar with items ( up to a £1) and decorate. Bring them in and raffle off at £1 each. Similar to paperbags but added raffle/tombola to randomise which you get. Could be done covid safe is needed. |
| 6. | **Ongoing Fundraising – Non Event**  **Clothing bank**  Hannah coordinating with Jeff Conway at St Michaels Rooms. CG Collections are checking access then will arrange delivery.   * Hannah to contact Frome Valley Voice to put in newsletter. Can also be added in the church newsletter & school newsletter   Amazon wishlists   * Jen to send list of what is wanted, items up to £15 * Hannah to update list & communicate when things are bought   Amazon Smile & School lottery   * Included in school newsletter to show how much it makes & to advertise for more people to join.   Hoodies  Can we get the small sizes sold for siblings. Possibly advertise for younger siblings & rainbow bears?  **Catalogue**   * Amy to look at Christmas catalogues similar to Webivory, where a portion of profits is given back to the school |
| 7 | **Finance:**  No update |
| 8 | **AOB:**  Next meeting:  Next meeting in evening, in 2/3 weeks to plan raffle. Amy Melillo to arrange. |