

PTA Meeting Minutes
Glebe School, Southwick
Date: Monday 14th October 2024



Attending: Anna Hooley, Becky Coleman, Hannah Almond, Harriet Blain, Heidi Hayes, Rachel Common, Sarah Deeley, Sarah McCorry

Agenda:

1. Villages and class reps
2. House clearing
3. Christmas fair
4. Discos
5. PTA committee/spend decisions
6. Summer fair date
7. Church lane path
8. AOB

PTA meeting

1. Villages and class reps

The school is working on assigning teacher reps to meet with PTA reps. There will be an email shortly from the teacher reps to arrange village meetings to discuss fundraisers and goals.

Initial fundraising ideas:

- Quiz - Village 2
 - **ACTION** - Harriet to confirm a date by October half term so Sarah can arrange this with Karen. Quiz to be after Xmas at some point.
- Family school camping trip - June time
- November bake sale - Snack Friday to take place each Friday after school. Each village will run a bake sale. Dates for each bake sale are:
 - Reception & Village 1 (R, Yr 1 & 2) - 8th November
 - Village 2 (Yr 3 & 4) - 15th November
 - Village 3 (Yr 5 & 6) - 22nd November
 - Encourage villages to have a week - PTA will allocate date to each village
- Skip-athon & paper planes - Paper Planes Yrs 3&4, Skip-athon Yrs 1&2. Villages to confirm dates with teachers during initial meetings. Ideally Spring term fundraisers. All templates can be found in PTA drive.
- When playground regeneration plans have been firmed up, PTA to send a wishlist of playground items to local businesses to see if they will purchase/sponsor an item for the school.

2. House clearing

PTA shed has arrived and is awaiting construction.

The house will need to be cleared of all PTA belongings before half term. Any volunteers to help with clearing to contact Sarah.

Uniform items can stay in the house.

3. Christmas fair

Date of the fair will be 6th December

A planning meeting for the fair will be arranged for the week of the 4th of November.

ACTION - Becky to share poll on PTA group

ACTION - Sarah to confirm with Karen whether the fair is just for Glebe families & friends

We need to contact stall holders ahead of the planning meeting on the 4th in order to get bookings in place. **ACTION** - Hannah to create flyer to send out to possible stall holders. We'll ask that they make contact with PTA email and we'll shortlist the responses. £20 per stall.

Initial ideas for PTA run stalls:

- Father Christmas grotto in the yurt - Yr 6s organising
- Bake sale
- Guess the marbles in the jar
- Tombola
- Simple tree decoration for classes to create
- Games - simple Christmasy games
- Christmas jumper stall - request donations

4. Discos

ACTION - Sarah to send volunteer forms around WhatsApp groups & instagram - **Complete**

5. Spend decisions

It was agreed that a new process needed to be put in place around decisions on PTA spend. Moving forward when a vote is called to approve spend the following will be required:

- 11 votes minimum will be required to approve spend
- All votes must be placed within 3 days of the vote being called
- Should 11 votes not be met then the PTA trustees will have the final say on whether spend will go ahead.

- The minimum number of votes required will be agreed each AGM

New trustees were voted on. Heidi Hayes, Anna Hooley and Sarah Deeley join Hannah Almond and Sarah McCorry as the PTA trustees.

6. Summer fair

We will confirm a date for this at the next meeting.

7. Church lane path

Parent's have raised concerns about the width of the paths approaching the school on Church lane. Particular issue in the winter with children slipping over in the mud. Becky to look into how we might discuss this with the highways agency.

8. AOB

ACTION: Hannah to create donate button on the SumUp shop to allow parents just to donate

PTA are looking into providing the school with new bike sheds to sit at each school entrance inside the gates.