

**MINSTER SCHOOL PARENT TEACHERS' ASSOCIATION
COMMITTEE AND VOLUNTEER MEETING Monday 25th March 2024 MINUTES**

Date & Time: Monday 29th April 2024
Location: The Hearty Goodfellow
Present: Angela Zannetou (AZ), Naomi Clarke (NC), Becky Linklater (BL), Pirie Scott, (PS), Stacey Jillings (SJ), Beth Green (BG).
Apologies: Justine Connolly (JC), Sarah Harness (SH), Sarah Angell (SA), Katherine Drake (KD), Marion O (MO), Sophie Womack (SW), Chris Bevans (CB)

MINUTES	ACTION Rqd
<p>Finance Update: from BL Bank account balance as from 30/4/2024 = £17,139.99 Awaiting invoices for current approved bids to update spending at next meeting.</p>	
<p>Nomination of new Chair Pirie Scott was nominated as new chair by NC. All voted in favour. We welcome and look forward to Pirie's input with her background in events management, she has some great fundraising ideas and will bring new people into the PTA. Welcome Pirie and thank you.</p>	
<p>Bids for Funding: AG shared further details of previous bids. AZ will pay for the tree project and SEN department bids. The following bids were put forward from school (teachers / departments and SLT) and have been agreed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> UNIFROG - Careers website - £7,697.25 for 3 year subscription. We went over this in detail, BG looked at the website. All agreed this was a good investment. DISCUSSED AND AGREED <input type="checkbox"/> Football divider nets - £1,600. DISCUSSED AND AGREED <input type="checkbox"/> Storage shed for JD department - £1000. DISCUSSED AND AGREED <input type="checkbox"/> Stackable chairs and trolley for recital hall – £1,162.00. DISCUSSED AND AGREED <p>The following bids were discussed again but not agreed on:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Refurb of dinning room benches - £1250 per bench and table set. We decided this would need to be a future project with a push on fundraising for this. NOT AGREED <input type="checkbox"/> DT lazer cutter – no price given again, so no decision could be made. NOT AGREED <p>Previous bids already agreed and awaiting invoices: Trees (£500) and SEND department (£354.71)</p> <p>We discussed how the PTA should fund things for school that the children want. This will help with raising money if the children and parents are more invested in it. The PTA would like to go into school and meet with tutor reps/ house captains to get their ideas. AZ highlighted this will have to be after exams in July. AZ said she could put</p>	<p>AZ to feedback to school and ask for invoices for agreed bids for BL to pay.</p> <p>SZ to chase up invoices on these previously agreed bids</p>

<p>together a little film / some propaganda to raise awareness of what we do and how we could finance a future project that the kids want to be shared in tutor groups.</p>	<p>AZ to create something for tutor time</p>
<p>Emails The IT department has set up a new email address for the old PTA and all old emails will migrate over to this. NC and BL to have access to this, alongside new chair PS.</p>	<p>NC log in and look over emails. AZ ensure PS has email access too.</p>
<p>Future Events: We have an email from Hannah Wallis-Windle, director of performing arts, thanking the PTA for their support with catering for events. The main ones we will be needed for are Christmas, Easter concerts and school productions. She shared with us some future events for the diary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Thursday 27th June, 7pm – Musical showcase (Junior) <input type="checkbox"/> Monday 1st July, 7pm – Musical showcase (Senior) <input type="checkbox"/> Wednesday 17th & Thursday 18th July – Shakespear festival. <p>PS is a ‘music mum’ and is planning on meeting with Alison Saule for an informal chat about how we can support them better in the future.</p> <p>50/50 event will be ran again this term. AZ to set up</p> <p>AZ has put a date in the diary for the Winter Fair – 22nd November. This has historically been a lovely community event. However, the profits were only around £500 from last year. We discussed the need for events which raise money but also which feed into the ethos and community spirit of the school. As none of us has been a part of organising this event in the past, this would need some time and effort putting into it. To be discussed at next meeting.</p> <p>Other events discussed again such as quiz nights, wreath making, family crafts events. Nothing confirmed, but we will only know if these events would be supported when we start doing them.</p>	<p>NC to forward email to PS.</p> <p>AZ to set up 50/50 event</p>
<p>A.O.B.</p> <ul style="list-style-type: none"> <input type="checkbox"/> DBS - BG has already started the process of being DBS checked with school. CB and NC also doing this. Those present also expressed an interest in this – SJ, PS, BL. <input type="checkbox"/> AZ sent out a great email to all parents updating them on 50/50 draw, easy fundraising and inviting them to the PTA meeting. All agreed this was positive. Despite this, no one new attended or has shown interest. <input type="checkbox"/> As we have a new chair, we hope to recruit new volunteers. We agreed we no longer need a separate whatsapp for volunteers and those who attend meetings. SJ to archive the old group and ‘streamline’ the MSPTA group with those who actually want to be involved. <input type="checkbox"/> As our new chair PS has experience with events planning and management, she will look into a link with the council to help get temporary events licence for 	<p>NC to email details of DBS requirements to those interested.</p> <p>SJ to archive whatsapp group</p> <p>PS to look into events</p>

<p>events where we sell alcohol (esp the upcoming events in June and July)</p> <p><input type="checkbox"/> BG is going to create some graphics about what the PTA has financed to be put out in email/ facebook etc to raise profile of PTA.</p>	<p>licence</p> <p>NC to email bid info to BG</p>
<p><u>Date & time of next meeting:</u></p> <p>The Hearty Goodfellow – Monday 20th May 7pm</p> <p>Monday 22nd July 7pm – to draw 50/50</p>	<p>All welcome!</p>