

**MINSTER SCHOOL PARENT TEACHERS' ASSOCIATION  
COMMITTEE AND VOLUNTEER MEETING 22<sup>nd</sup> January 2024 MINUTES**

**Date & Time:** 22<sup>nd</sup> January 2024  
**Location:** The Hearty Goodfellow  
**Present:** Angela Zannetou (AZ), Sophie Womack (SW), Naomi Clarke (NC), Jo Harbord (JH), Sarah Angell (SA), Stacey Jillings (SJ), Becky Linklater (BL), Chris Bevans (CB), Katherine Huxtable (KH), Beth Green (BG).  
**Apologies:** Justine Connolly (JC), Sarah Harness (SH)

MINUTES	ACTION Rqd
<p><b>Secretary appointed:</b> NC appointed as secretary</p>	
<p><b>Finance Update: from BL</b>            Finance Update            Bank accounts   £17,366.96</p> <p>Amounts Made Profit from Events:            Fame               £2,321.51            Christmas       £331.22            Stock in hand     £317.61</p> <p>BL is now on the banking so can access.            Positives to take away from events we have already hosted: Sum up machines attributed to the success. Events were well stocked.            Some concern was raised as to how long the money had been in the account and we are keen to spend some funding on projects this term.            BL to look back over the money raised before 2023 to check that none of it was donated / raised for a specific reason (i.e. as the Lions specifically donated money for the benches), is there any of the money ring fenced for a specific project before we spend it.</p>	<p>BL to check the file for any money ring fenced for a specific project.</p>
<p><b>Bids for Funding:</b>            Tree Project – Inclusion Coordinator £500 (Wellbeing - To help children’s mental health and promote time spent in nature)            Coach for Wicked £995 (transport to London for a group of disadvantaged children to widen their horizons through the arts.            SEN Department £354.71 (recourses to enhance the provision learning and for SEND)</p> <p>The bids were discussed and everyone voted in agreement to the spending on the above bids. We are aware the first set of bids for funding are all Pastoral. We aim to support a range and wide coverage of areas for the school in the future, and hope that as more bids are put forward, this will happen.            The bid form is available to current teachers and department heads, AZ to raise awareness of this, and encourage more departments to come to the PTA to request money for projects. It was agreed there was no need to meet with Caroline the business manager at school, as this bid template might work and we can channel enquires through AZ</p>	<p>AZ to send form out to CTL and raise awareness of bid format within school</p>
<p><b>Toilets</b>            The PTA have agreed, in principle, (dependant on cost) to fund new ‘glass safe’ mirrors for the school toilets to replace the ones which have been removed. Feedback from AZ - since the exterior doors to the toilets had been removed, there has been a marked reduction in vandalism and anti-social behaviour around the toilets, which we are all very pleased about.</p> <p><b>Security of Lockers</b>            The PTA are keen to improve security of children’s belongings at school. We discussed the possibility of funding any improvements in the existing lockers to help with this.</p>	<p>AZ to put forward idea to SLT</p>

<p>CCTV We asked AZ if the school has CCTV and was it currently sufficient as a deterrent to bad behaviour and vandalism. Is this an area the PTA could help improve if it is necessary or wanted by the school.</p>	
<p>Yr6/7 Transition SA proposed spending money on table top games for the new year 7 Autum term to help with transition. Games such as Uno, cards, dobbie, etc to be used during lunch time and playtime with the supervision of KS5. This could help the new year 7's socialise and ease the awkwardness at the start of term. This raises awareness of PTA with year 6 parents and could also help encourage new parents from year 6 to join PTA. We also suggested members of the PTA attend any year 6 transition meetings to help raise the profile of PTA with new parents.</p>	<p>SA has already emailed Mr Price to suggest he make a 'bid' to the PTA for this.</p>
<p>Emails JH, BL and NC need access to the school PTA email. AZ to speak to IT at school to arrange this.</p>	<p>AZ speak to IT</p>
<p>DBS Are Notts CC DBS's sufficient for Minster at anytime? Everyone present are interested in getting DBS checked for Minster. Becky has contact details of Dawn at the Minster to get this process started.</p>	<p>BL BL BL</p>
<p>Comms How can we reach more parents, raise awareness of events etc. Check Twitter access. Share news/ events on Facebook. BL and JH have access to facebook page, rest of PTA to remind them to post on any important events, activities etc. BG to create PTA progress poster to share and also create a poster for 50/50 event which will be launched after Feb half term and drawn before Easter. AZ to push any PTA events through school emails. Possibility of holding a coffee &amp; cake morning to engage more parents? (To be discussed at next meeting)</p>	<p>BG create posters  AZ to continue to push events via email</p>
<p>Future Events We will continue to cater refreshments for events at school, such as FAME and any concerts at the Minster, (this worked well so far and raised good money) JH to speak to Alison Saul to see what future events will need catering by PTA and get these in the diary. Discussed possible events for adults: quiz night, comedy night, bingo, ball, seasonal wreath making, BL to contact Business Manager Caroline re dates for Easter wreath making and room availability. Circle back to 'Winter Fair' at next meeting – group split as to whether it is worth it financially or if it is more of a social community event.</p>	<p>JH to contact Alison JH to check on Easter wreath making event. BL contact Caroline</p>
<p><u>Date &amp; time of next meeting:</u> The Hearty Goodfellow – Monday 25<sup>th</sup> March 7pm</p>	<p>All welcome!</p>