

**MINSTER SCHOOL PARENT TEACHERS' ASSOCIATION  
COMMITTEE AND VOLUNTEER MEETING Monday 20<sup>th</sup> May 2024 MINUTES**

**Date & Time:** Monday 20<sup>th</sup> May 2024  
**Location:** The Hearty Goodfellow  
**Present:** Angela Zannetou (AZ), Naomi Clarke (NC), Becky Linklater (BL), Pirie Scott, (PS), Stacey Jillings (SJ), Beth Green (BG), Sophie Womack (SW), Chris Bevans (CB).  
**Apologies:** Justine Connolly (JC), Sarah Harness (SH), Sarah Angell (SA), Katherine Drake (KD).

<b>MINUTES</b>	<b>ACTION Rqd</b>
<p><b><u>Finance Update: from BL</u></b>            No change - 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><b><u>Events Diary</u></b>            PS met with Alison Saul and along with the previous dates below, has a list of upcoming events we will support by selling refreshments.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Thursday 27<sup>th</sup> June, 7pm – Musical showcase (Junior)</li> <li><input type="checkbox"/> Monday 1<sup>st</sup> July, 7pm – Musical showcase (Senior)</li> <li><input type="checkbox"/> Wednesday 17<sup>th</sup> &amp; Thursday 18<sup>th</sup> July – Shakespear festival.</li> </ul> <p>Volunteers for this weeks events confirmed by PS.</p> <p>AZ feedback from meeting with SLT about the Winter Fair – confirmed this was not to go ahead under the existing format as it doesn't raise much money.</p> <p>Discussed using the existing date of 22<sup>nd</sup> Nov as wreath making, music entertainment.            BL to contact wreath making person to get prices, availability etc.</p> <p>Year 7 events –Monday 1<sup>st</sup> July - meet the tutor evening for year 7. We would offer refreshments on this evening, advertise the PTA to new parents. Offer a survey for the type of events they would like to attend, such as quiz etc. with the possibility of offering a year 7 only parents quiz night in October.</p>	<p>PS to send whatsapp with dates for peoples availability</p> <p>BL to contact wreath lady with details from Jo H.</p>
<p><b><u>Tens licence</u></b>            PS raised the query of whether we could have an annual TENS licence instead of a separate one for each event, this would reduce the paperwork and also mean we could cater for a wider range of events in school including awards nights, open evenings for the art department etc. Temporary licence is £22 each time, what is the cost of an annual licence? AZ to see if this is possible.            Both PS and CB already have a personal Tens licence for the year, which covers 50 events. (For the upcoming events this week, this is not necessary – only selling soft drinks / teas &amp; coffees).</p>	<p>AZ to ask BC if this is feasible</p>
<p><b><u>Duke of Edinburgh Award</u></b>            BL shared with us that year 9, who are currently doing their Bronze DofE award, have had some difficulties in completing the expedition section of their award due to lack of volunteers. This meant that half the year were 'outsourced' to an outside provider, who let the school down, meaning half the year were left to 'fend for themselves' and</p>	<p>BL to look at the constitution</p> <p>BL to look</p>

<p>find their own provider. Many quit the course as it was an additional cost of £130. BL raised the possibility of reimbursing the parents for this.</p> <p>This raised a concern as to whether this goes against the PTA constitution, or would set a precedent for future refunds.</p> <p>Although this doesn't solve the current issue, we could look at partially funding the DofE award in future. BL to look into this.</p>	<p>into the finances of the DofE award from this year</p>
<p><b><u>A.O.B.</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> BG shared graphics for the website, email and social media sharing information about what the PTA are doing and what we have funded. Everyone really pleased with this. BG to spell check and forward to group.</li> <li><input type="checkbox"/> SW suggested offering ice pops at the end of the race for life event.</li> <li><input type="checkbox"/> Funding bid for laser was submitted at £5350.00. We decided that as we had agreed to funding lots of bids in the previous meeting, this would take the balance of our account a little too low, so was put on hold at the present time.</li> <li><input type="checkbox"/> AZ updated us that funding bids continue to be secured.</li> </ul>	<p>BG to spellcheck graphics and email to AZ for website, emails etc. BL. with access to facebook, to share also</p>
<p><b><u>Date &amp; time of next meeting:</u></b></p> <p>No formal meeting in the diary as we will be present at the Year 7 meet the tutor event on Monday 22<sup>nd</sup> July 7pm. We are also covering the Shakespeare festival in the week prior to this. The 50/50 draw will be drawn at one of these events when members and Angela are present.</p> <p>September meeting provisionally set for Monday 30<sup>th</sup> September, 7pm, Hearty Goodfellow.</p>	