



Minutes of PTA meeting 17th July 2023.

| In attendance: | Apologies from: |
|-----------------------|------------------------|
| Jen Fisher | Sally Fisher |
| Claire Forrester | Stephanie Loach |
| Lorraine Duffett | Anna Tay |
| Jessica Mehers | Hazel Spencer |
| Isobel McDonough | |
| Danielle Mahon | |

Matters Discussed:

1. 22/23 Final newsletter:

- Group approved the letter subject to some amendment to make the purchase of the trim trail flooring standout and to amend the wording re: remaining funds.

Actions:

- a. Jen to amend the letter and send to school for circulation to parents

2. PTA organisation chart

- After a very successful PTA year and year as PTA Chair Jen Fisher tendered her resignation from the post of chair but expressed a wish to remain involved.
- Jen Fisher agreed to act as Deputy Chair and as events co-ordinator in respect of school pupil activities.
- Jess Mehers also wished to resign from her post as secretary, but also wishes to remain involved in assisting with events and as an active member of the PTA as much as she can.
- Lorraine Duffett will take over as chair, unless and until anyone else expresses an interest in the role.
- Isobel McDonough agreed to act as Secretary.

Actions:

- a. Claire will update the information held by the Charities Commission and obtain necessary information from Isobel.

3. 2023-24 planning

- It was discussed and agreed that for the formal PTA meetings to be held at school, there will need to be a quorum of 2 PTA members to vote on decisions and a representative from school with authority to agree purchases should also be invited to attend.
- It was discussed that events planning meetings could be more informal and do not need to take place at school.
- We would largely like to repeat the events that were held in 22-23 with a view of ensuring dates are in the school diary asap and we would like to organise more social/community building events, outside of our fundraising, that are for parents of the school. A Xmas 23 party/ball was discussed.
- School ice cream social/welcome – aim for first Friday of September term.
- AGM should be held asap in September/October, having given parents 21 days' notice.

Actions:

- a. Lorraine will look at local Christmas party events and possibility of booking a table and report back to PTA members in the first instance.
- b. Lorraine will ask school for date for PTA AGM
- c. Lorraine will ask school if we can host the ice cream social first week back.