

PTA Meeting 10<sup>th</sup> February 2022 . 7.30pm at the Windsor

In attendance

Melanie Ford . Secretary  
Caroline Okaroh . Chair  
Andrew Jones . Communication and media  
Sian Lewis . Head teacher  
Elroy . Vice Treasurer  
Robin Armstong . Treasurer  
Jackie Huntley  
Byrony James  
Apologies from Derek Hamer

- 1) Introductions
  - a. Andrew Handed out flyers for the next meetings which are on the second Thursday of the month
  - b. Introductions to the new treasurer and vice treasurer
- 2) Banking
  - a. Hand over from Derek in terms of signatory on the bank
  - b. Lloyds bank has left Penarth so looking to change the bank
  - c. Looking for a new bank but Sian can continue to go back and forth to the bank in Barry in the meantime as she will need to go for the school anyway
  - d. Will keep a small float in the school
  - e. Invite Robin and Elroy to join the facebook page
  - f. Going to change the trustee name on the Charity Commission website & Derek will do the last accounts before formally handing over
  - g. Explain how to do the Go Fund page so Robin will be able to take this forwards
  - h. Caroline is going to review the Amazon Smile account
- 3) Recent fund raising
  - a. Last cake sale
- 4) Future planning
  - a. Cake Sale
    - i. Look to arrange for next week on the Wednesday and Thursday (thus giving the Friday as a fall back if there is bad weather like last time)
    - ii. See if we can gain some support for assistance
    - iii. MF to put on the Facebook page & WhatsApp Group
    - iv. MF can do Wed and Thursday
    - v. Elroy can do Thursday
    - vi. Andrew can do the Wednesday
  - b. Break the Rules / PTA fun day
    - i. When can we do this
    - ii. Break these rules for the day
    - iii. Friday the 11<sup>th</sup> March 2022 . Drew to prepare a poster for this
  - c. Clothes Donation
    - i. Week of the 28<sup>th</sup> March
    - ii. Bags in Tuesday & Wednesday and collect on the Thursday
  - d. Easter Fund Raising
    - i. Raffle for an Easter Egg / large bunny teddy
    - ii. Teachers Easter Hamper
    - iii. Easter Egg Jolly bags

e. Busy working bee

i. would be good to consider this for when the weather gets better

5) Expenditure Requests

- a. £1300 - £100 per class . should have the funds to do this now . need to check if there is a minimum needed in the account
- b. Reception £500 outdoor equipment which was damaged by storm weather (to be explored further)
- c. What is the minimum amount we are allowed in the account?
- d. Quotes for the outdoor equipment . we have a goal of £2000 -this will be the purpose of fund raising going forwards to purchase outside play equipment for the school

6) AOB