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| **Panshanger Primary School PTA minutes** | | |
| **Date** | Thursday 11th January 2024 (In person meeting) | |
| **Attendees** | Ben Longland, Lucie Theabould, Leanne Hall, Kelly-Ann, Sophie, Emma, Kiran, Alex, Lorraine, Meg, Sam T, Becky, Amanda, Bex, Pandora, Karen, | |
| **Apologies** | Azleena, Gareth, Reeny, Harsha, Donna, Suzi, Natalie, Willow, Katy, | |
| **Item** | **Comments** | **Follow up/Action** |
| Review of last meeting actions | Accounts discussed.  Balance currently: £7k (approx.)  Discussed funds that need to be ring-fenced for agreed items and operating costs.  Pool funds separate are separate to general funds.  £2k/ yr from general funds to pay back school for pool heat pump that cost £12k  Mr. Longland would like to continue with the PTA paying for the whole school Panto at Christmas as it is a cherished tradition and highly enriching for the whole school.  Budgeted and agreed £1K for Yr 6 coach, Mr Longland believes we it will come under budget. | Minutes from the last meeting on 23.09.23 signed off and circulated. |
| **Reading areas upgrade** | Plan for an upgrade of reading areas has been researched and circulated ahead of the meeting to the PTA, with hopes to discuss and get a vote at this meeting.  Library Plan 1 (adjacent to dining area): Costed at approx. £2,500 voted on - unanimous yes to fund now with a potential 8 week turnaround time. This area is well used and wold benefit greatly from the proposed improvement.  Library Plan 2: £4.5k (approx.)  Separate fundraiser suggested to raise money for phase 2 of library after summer fair and hoping to get funding contribution from local councillor. | Plan 1 voted for and proceeding will start with ordering. Monies to be transferred over when requested from Mr. Longland – Sophie  Liaise with local councillor (and other organisations) for donations to library project phase 2 – Sophie & Kelly-Ann |
| Disco | Arranged for Fri 2nd Feb – DJ booked last term.  From reviewing of last year’s disco it was decided that 2 sessions would be trialled to split ages, due to volume issues and smaller children finding the environment difficult which resulted in numerous phone calls being made to parents. Also duration was also an issue for younger children.  Last year 10 volunteers and it was full on so will require more this year.  Session 1: Nursery, Rec, Yr1 @ 4pm - 5pm  Session 2: Yr2 - Yr6 @ 5.30pm - 7pm  DJ will need to set up from 3.30pm (will not interfere with rising stars)  Suggested donation £3.50pp for both session  Children will need to bring a water bottle.  Selling items/activities discussed including potential barriers and inconsistencies. Decided to keep it simple, no extra items sold as part of ticket prices or otherwise. | Lead on the Disco – Lucie  Session 1: Nursery - Yr1: 4pm - 5pm  Volunteers: Becky (Yr1), Kiran (Rec), Bex, Amanda, Leanne (Yr1).  Nursery parents will need to stay for the disco.  Session 2: Yr2 - Yr6: 5.30pm - 7pm  Volunteers: Meg,  Whole session Volunteers: Ben Longland, Lucie, Kelly-Ann, Emma, Alex, Karen  Mr. Longland to get additional teacher support. For safeguarding reasons. |
| Other Events | Review of last year’s events for the spring term and if we wanted to repeat any of the events or trial alternatives.  **Book swap** to coincide with world book day, 7th March free event but donations of monies can be received. Books remaining can be sold via Zifit. Books to come in Mon-weds sold on 7th. Minimum every 1 gets a book, if more books come in then limit can be upped.  **Break the rules day** - Friday 16th Feb  This eventwill repeat this year, but to be brought forward. Last day of before half term (spring term) suggested. Keep same rules minus unhealthy snack.  Suggested donation of 50p per rule broken to remain.  **Easter event -** Friday 22nd March  Easter Egg hunt /trail or decorate an egg or potato or some kind of Easter event after school suggested. Pay £1 for sheet to participate, win a small egg, other eggs donated by Tesco. All completed sheets into a bowl for lucky dip prize. 3 completed trail sheets to be drawn – prize collected on Monday. Easter Hamper to be won as part of a prize draw. Mr. Longland suggested using the orienteering trail as part of it.  Leap year event on 29th Feb could be a sponsored event such as a Bunny dash, as Santa dash was very well received. Voted on and leaving it as a school activity. This will be during the school day.  **Quiz Night** discussed. Would need to be in the spring or in the autumn (Nov 24) due to amount of work required to organise. Agreed November was a more realistic timeframe to organise a good event. It was discussed if an adult only event as there has been a dual event with children doing bingo in the canteen while adults do the quiz in the hall. Further development for the quiz required.  **Film Night** - Fri 8th March  Suggestions required. | .  Sam T to lead, with help of Natalie. Mr Longland suggested some teachers may want to help. Sam T to liaise between staff and PTA.  Will need a volunteers after book sale to scan and sell remaining books on Zifit.  Poster to be created - Leanne  Lead for break the rules - Lucie  Poster to be updated for this year minus snack rule – Lucie  Lucie to lead.  Mr. Longland to test orienting trail once up and running to see if it can be used for a Easter trail.  Volunteers required for purchasing the small eggs for participation and to hand out equipment for the trail and take money. Someone will need to manage possible egg donations from local companies.  Alex happy to create a Hamper style basket as a prize for the prize draw.  Nothing required of the PTA.  Sam T to lead, Pandy & Amanda to help.  Would need a tamp alcohol licence if selling alcohol (approx. £30)  Movie need to be chosen. Will be voted on after the meeting on WhatsApp group chat with the wider PTA group.  Movie needs to be purchased/downloaded.  If downloaded, a test run will be required due to previous technical issues experiences on previous occasions.  Volunteers will be called for close to the time. |
| AOB | **Swimming Pool**  Tentative pool cleaning date – 18th April Hydrocare is scheduled to come to assess chemicals.  Cleanliness and overall appearance of the changing rooms discussed and how to manage.  Paint changing rooms suggested  Tesco may be able to come as part of community day.  Will likely need new lifeguards.  Panshanger school previously paid for the lifeguards training.  Season ticks and family passes discussed. Issues with family pass discussed.  Online pool meeting suggested for March before half term to iron out volunteers, accounts, maintenance etc.  **Camping** in the school discussed year 6 only or whole school first come 1st served basis but limited to numbers due to space. Also siblings of yr6 would go but other of the same age excluded. Insurance may be an issue. Neighbours, security of the premises, toilets, safeguarding. PTA not taking this on but Yr 6 Parents can arrange amongst themselves outside of the school.  Outdoor cinema suggested for summer or early in the autumn term.  **Summer fair -** Friday 5th July.  Rough budget for Bouncy castles is £1k. Suggested that company does a site survey to see if a generator is necessary for the bouncy castles. Various attractions discussed of what worked. New items enquired about :Total wipeout is £500  DJ already booked.  Pony party suggested as part of the summer fair.  Wristband for the whole event suggested but lower takings possible? Does it isolate people? Only for inflatables? | .  Changing rooms and toilet needs addressing as dingy with and potential plumbing issues.  Tesco may be able to community paint project – Lucie  Alternatively can be arranged for PTA to come and paint.  Mr. Longland to ask cleaners if they will clean the toilets and changing room while the pool is open in addition to their usual duties.  New lifeguards to be sought as the previous ones have finished their studies.  Someone to enquire to Hatfield pool (and other local pools) for recommendations. Lifeguards on 0hrs contracts.  Discussion into season tickets to be had.  A separate meeting over zoom (or similar) to discuss pool related planning and issues to be scheduled and conducted.  Nothing required of the PTA.  Research into costs of doing outdoor cinema, any access issues. And potential issues with neighbours.  What inflatables will we have this year? Research into cost necessary - Sophie  Can the company conduct a site survey to see if a generator is actually required?  Mr. Longland to look into pony party costs and feasibility.  Further research into doing wristbands for activities. |