



MINUTES: PTA EVENT MEETING

WESSEX ROOM, RAF BENSON COMMUNITY PRIMARY SCHOOL

Monday 1st October, 7pm

Present	Lyndsey Stanford Holly Bateson Steph Fawdry Jon Purchase Alison MacGillvray Leanne Minns Debbie Watson Caroline Dainty Amy Laker	Chair Secretary Head Teacher Treasurer Deputy Treasurer
Apologies	Tara Branston Emma Gray	

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>Welcome to the meeting from the new Chair. Lyndsey thanked Caroline for all of her hard work over the last year and said she had left 'big shoes to fill'.</p>	
<p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 PTA pop up banner – the banner has been signed off by Steph and we are now waiting for the company to print and send. We are hoping for delivery to be in time for Parents Evening at the beginning of November. Steph to ensure it arrives.</p>	SF
<p>2.2 GDPR update –To be compliant with the new legislation we want to add a pinned post to our Facebook page to make users aware that they are giving consent to be contacted by joining the group. Holly has sent this through to Steph for review.</p>	SF
<p>2.3 Caroline to be added to the bank account - Caroline has yet to be added to the bank account. The forms should have been sent following the last meeting in June, but we have yet to receive confirmation. It is no longer relevant for Caroline to be added. Alison will add herself to the account and arrange for other committee members to be added also.</p>	AMG
<p>2.4 Safeguarding Training – training will be available to members of the PTA through school. Steph will be in touch within the next couple of weeks.</p>	SF

2.5 PTA Mileage Policy – the Governors are meeting to discuss their policy tomorrow evening. Once their policy has been confirmed the PTA will be able to replicate the policy. **Steph** to update us at the next meeting.

SF

ITEM 3. MONETARY REQUESTS

Request for funding received by Holly from Steph. Details of agreed spend:

3.1 Subscription to Annual Cross Country Races
£60 – agreed

3.2 Annual subscription to ScrapStore to top up the playpod
£800 – agreed

3.3 £50 per class to support creative curriculum resources (8 classes)
£400 - agreed

3.4 £50 per class to purchase books for the reading area (8 classes)
£400 – agreed

3.5 Funding for @ Young Voices Coaches for Choir + Yr5 & 6 classes
£1,600 – agreed

3.6 Puppet Man at Christmas
£500 – agreed

Total = £3,760

ITEM 4: UPCOMING EVENTS

4.1 Half Term Disco – Wednesday 17th October, usual arrangements agreed. PTA to purchase Pop Party CD. **Holly** to send link to **Steph** for purchase. Volunteers:

HB/SF

Holly & Amy – tattoos
Caroline & Debbie – tuck shop
Jon & Tim – kitchen
Leanne & staff – registration
Lyndsey & Alison – floaters

Tim to create poster and put up at school this week and **Holly** to advertise on Website & Facebook.

TT/HB

4.2 Bingo – Friday 9th November, usual arrangements agreed. Lead by Leanne & Tim. **Holly** to advertise on Website & Facebook.

HB

4.3 Christmas Fair – Wednesday 28th November, usual timings. First planning meeting to be held on Wednesday 3rd October, 9:30am in the Wessex room for active PTA members. Apologies received from Holly, Amy & Caroline.

ITEM 6: ANY OTHER BUSINESS	
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None.

ITEM 6: DATE OF NEXT MEETING	
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Wednesday 31st October, 9:30am in the Wessex room

Minutes written by:

Holly Bateson, Secretary