

Parent Teacher Association

Hemsby Primary PTA Meeting

Held on 27th January 2022

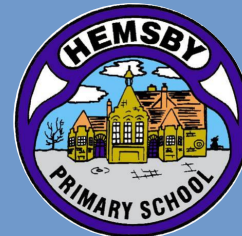
Attendees

In person: Stacey Chryssafi, Kim Pearson Karly Fox, Chonlada Aston, David Brodey

Zoom: Lauren Gates, Rachel Dowell, Alton Nutile

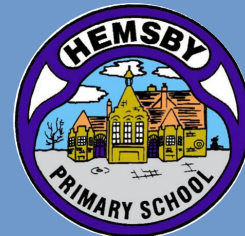
Apologies: Anthony Pryke, Amanda Goffin, Lisa Beales, Sian Harmer, Stephanie Ritchie

Item	Minutes	Action
1	<p>Welcomes and apologies</p> <p>SC welcomed and apologies shared</p>	
2	<p>Round up of previous events and current finances</p> <p>KP/SC shared details of previous events and related finances.</p> <p>See chart at bottom of minutes for more specific details.</p> <p>There were also expenses of £199 for the books for Santa's visit. This provided a gift for every child in school (nursery to Yr6) and £115 for the DJ for the Halloween disco).</p>	
3	<p>Election of new bank</p> <p>Due to charges being introduced with our current provider (HSBC), KP has researched some different options. Barclays and Co-op both have positive features, including free banking. Co-op gives option to apply for their grant scheme and is generally thought to be more community minded. Everyone who voted agreed to application to Co-op</p>	<ul style="list-style-type: none"> • KP to begin application process
4	<p>Playground markings and equipment</p> <p>LG explained the quotation for playground markings, SC confirmed the quote matched other national companies she had researched. SC highlighted that it would be nice to use a local company. Quote is around £3000, but there are a few items that need to be adjusted so that the nursery have something in their outside area.</p>	<ul style="list-style-type: none"> • LG to finalise design with SH and markings company/arrange date



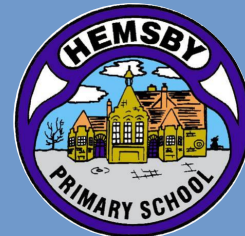
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	<p>DB/LG/SC talked about some of the previously bought equipment and how some was now damaged. Future equipment to come (mainly) from educational providers as this will be more robust to cope with heavy usage.</p> <p>LG proposed a vote to release up to £6000 for the line markings and equipment. This leaves a small working capital with future events in the planning stage. All attending who voted agreed to this amount.</p> <p>This figure will need to include the mud kitchens previously agreed. We are awaiting a final figure from Jonathan Earle (Bushcraft leader), SC recalled an approximate quote of £80 per kitchen. He will also quote for welly boot storage as the school wants to remain an 'all weather' outdoor play school. RD also spoke about mud brushes which SC will look into.</p> <p>LG confirmed playleader badges, remaining plastic wallets for books and the wire for the boom box had been ordered/received. The badges are the only things outstanding but should arrive in the next 3 weeks.</p>	<ul style="list-style-type: none"> • SC to arrange release of funds • LG to cost further equipment (including scooters and helmets for the new road markings) and order • LG to contact Jonathan regarding mud kitchen and welly boot storage
5	<p>Application for raffle licence</p> <p>SC proposed that we get a raffle licence. For a cost of £40 which would cover 1 year we can presell tickets for raffles, including at other places who would be happy to sell on our behalf.</p> <p>All attendees who voted, voted yes to this.</p> <p>Named holder of the licence needs to have a DBS check. SC proposed LG. LG explained she has a CRB rather than DBS and SC will check if this is acceptable.</p> <p>LG proposed that if a suitable use of PTA funds, SC could get a DBS to make future events easier to manage. SC will seek advice in this matter from ParentKind. KF identified she has a DBS so would be back up if needed to be.</p>	<ul style="list-style-type: none"> • SC to contact ParentKind regarding DBS cost • SC to find out if CRB acceptable • SC/LG or KF to apply for licence
6	<p>Future events/Fundraisers</p>	



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	<ul style="list-style-type: none"> • Two's day (22.2.22) - LG/SC explained about other PTAs setting this challenge for all children to raise an amount of money. To make this more accessible, the figure agreed was a challenge to raise £2 over half term, bringing money raised in on 22.2.22. LG had already spoken to SH about this and she was happy for it to go ahead. All attendees happy to proceed with this event. • 5p challenge – SC/LG explained each class will have a 2l bottle to put 5ps into. The challenge will run from End of March – July. All children will win house points depending on how much their class raises. The winning class will also receive a movie afternoon with popcorn. This needs to be proposed to SH. All felt this was a good idea. • Easter Egg Raffle – to be held before Easter holidays. • Greek Night – The Olive Garden Restaurant in Gorleston are gifting the venue, food and entertainment for us to host a Greek night. Agreed charge of £20 per ticket. Provisional date either 28.4/12.4/19.4. Drinks would be purchased on top of ticket price. There is space for 62-68 inside the restaurant with option of 24 outside of the main space (could be offered as a quieter option). SC to finalise details. Potential to hold raffle using existing held prizes. • Summer fete – SC/LG reflected on the amount of work involved in organising the Christmas events and suggested that we start thinking about the Summer fete sooner rather than later. SC proposed reaching out to wider HPS community and dividing things out. Agreed reach out to form a committee for this event. • Disco – SC proposed to continue the tradition of PTA fully funding disco and refreshments twice a year (free for all children to attend). All attendees agreed. The next disco will be held in the Summer Term. Date TBC 	<ul style="list-style-type: none"> • SC to make Two's day poster • LG to speak to SH about events and seek approval • SC to make 5p challenge poster (if event agreed to) • SH to write to companies for Easter Egg raffle prizes. • SC to formalise details for Greek night • LG to organise date for Summer Disco/contact DJ Kev • LG to discuss Summer fete date with SH and reach out to form a committee. • LG/SC/DB to arrange a meeting with Yr6 • LG to arrange provisional sponsored
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	<ul style="list-style-type: none"> Yr 6 Leavers trip – KP/KF recalled that in previous year the Friends had previously paid towards coaches, leavers BBQ and a trip out for Yr 6s. Approx cost of 2xcoaches £400 + £13 per child for Pleasurewood Hills in 2013. SC suggested meeting with Y6 to talk to them about what they would like to see if they had any other ideas. DB spoke about the buffet and sports afternoon they had last year due to restrictions which was enjoyed by the previous Yr6s. SH view to be sought too. Sponsored walk – all agreed to another September sponsored walk. SC said we could also seek wider community/business sponsorship for this event. 	walk date for September
7	AOB Yr 6 – leavers hoodies. DB confirmed this was something arranged by parents and school PTA had not got involved in previous years.	
6	Agreed date of next meeting: tbc - March/April	

Lauren Gates - Secretary **Hemsby Primary PTA**

Date	Event	Expenses	Amount raised	Profit
September 2021	Sponsored Walk	£0	£6180.52	£6180.52
December 2021	Elfridges	£55.87	£656	£600.13
December 2021	Cake	£0	£108	£108
Total		£55.87	£6944.52	£6888.65