

## **Minutes of Wallace Fields Infant School and Nursery PTA Meeting held via zoom on**

**5 October 2021**

**Present:** Maliha Carey, Dave Smallwood, Sarah Crowther, Joanna Brynteson, Caroline Wilkie, Nicolette Dave, Jamie Hallums, Megan Steeper, Tracey Salmon, Hilary Barker, Luke Toyer, Lianne Toyer, Kelly Tebbs, Katie Hinksman, Mai, Natalie, Brigitte Gehring, Angelique Panagos.

**Apologies:** Justine Berry, Karen Martin, Sam Mathews

### **1. Welcome, introductions and apologies:**

Maliha welcomed everybody to the first committee meeting of the academic year, thanked the previous committee and wider team for all their hard work in difficult circumstances during the pandemic and introduced the new committee. The new committee members are Maliha Carey as chair, Dave Smallwood as Secretary and Joanna Brynteson as an ordinary members. Sarah Crowther continues as Treasure. Apologies are as set out above.

### **2. Governance:**

Maliha noted that the PTA is a registered charity and each member of the committee is a trustee of the charity. Each member of the committee will need to be added to the charities register. Maliha to engage each committee member regarding the trustee role (to act in good faith and within powers etc).

Maliha noted that the PTA has a constitution and funding principles document and would share these. Maliha stated that it would be worth considering whether these documents need to be reviewed and updated and Maliha would review and report back on this before the next meeting.

Maliha has requested if anyone is working on risk assessments, legal related, contracts etc, please copy her / include her for visibility.

Maliha noted that PTA members & those organizing events should have up to date DBS checks, first aid training and safeguarding training. There hadn't been any in-person events for a long period of time due to the pandemic and now with restrictions lifting and a new committee this is a good point at which to revisit this. Maliha had already discussed with Collette Pasley who said she would send the relevant policies to the committee. Anyone involved in organising events should read these documents. Maliha is going to connect with Collette to continue the conversation to ensure we shape and (re)implement the guidelines moving forwards.

Maliha noted that Luke had suggested using the Discord platform. Maliha and Luke to discuss separately and report back.

Maliha also noted there are a number of admin action items including updating the PTA page on school website and the PTA noticeboard.

### **3. Collaboration with Junior School PTA**

Maliha noted that Poonam and Jade are the new co-chairs of the PTA at WFJS. They have approached us regarding collaborating and we are keen to do so.

We already have the Fireworks and Circus joint events planned for this year.

Other possibilities include parent drinks events, wreath making, summer events and Bag to school.

Caroline Wilkie noted that a key objective should be open communication and ensuring alignment and not double-booking events too close to one another.

#### **4. Feedback on Pop-up café.**

The first pop-up cafe was held on 1 October and there was positive feedback from this. It raised over £100. Mr Hallums noted that if the next one was held Monday to Wednesday he would be happy to attend. Another one is planned for the second half of term, ideally early to help recruit volunteers for the fireworks and christmas fair.

#### **5. Events planned for this Term:**

The following events are planned for this term:

**Pumpkin Trail (Wednesday 20 October - Sunday 31 October)** - Tracey Salmon leading. Luke helping with artwork etc.

**Make the rules day (Thursday 21 October)** – number of “rules” were shared, non really objected except bringing in teddy bears/toys as this could cause issues if they were to get lost. Maliha to provide amended poster to Mr Hallums for final sign off.

**Fireworks (Sunday 14 November)** – Kelly Tebbs and Jade Dodd leading. Mr Hallums has requested a discussion regarding new HSE guidance. Mr Hallums and Kelly to connect/follow up this week.

**Circus Poster Competition (after half term)** – Nicolette Dave going to lead.

**Advent Calendar Raffle (after half term)** – Caroline Wilkie and Maliha Carey leading. Requesting businesses to donate advent calendars. Request to liaise with Caroline / Maliha to ensure no multiple approaches to businesses.

**Cauliflower cards** – Nicolette is leading.

**Christmas fair (Sunday 5 Dec)** – Maliha Carey is going to work with Nicolette Dave.

**Wreath making workshop** - suggested as an evening parent event. Other options to be considered.

**Pop-up Cafe after half of term** - Monday 8 November proposed.

**Christmas movie afternoon for the children** - noted that December very busy so save until next term. Consider Panto for January.

#### **6. Proposed events Spring Term**

Pop-Up café and healthily eating talk January (Angelique Panagos)

Parent night off

Auction Event

Valentine's Disco

Pop-up Café (one per half of term)

Mother's Day Pop Up

Easter Bunny Visit and gift

***Discussed briefly as topics to consider***

### **7. Proposed events Summer Term**

Circus

Summer Fair / Celebration Day

Father's day pop up shop

Pop-up Café first & second half of term

Parents Summer Drinks Evening

***Discussed briefly as topics to consider***

### **8. Treasurer's Report**

Sarah Crowther noted there had been no major change since AGM. There is £8900 in the bank.

£256 was made on the second hand uniform sale and just over £100 on the pop-up café.

### **9. New Ideas for Spending**

Mr Hallums went through the school's funding requests:

1. Woodland Decoration: £255.94 – *Majority Approved*
2. Music Replacement Equipment: £300 – *Majority Approved (+ Bamboo Tamboo £345) – Majority Approved*
3. Number Blocks Maths resource for reception: £35.98 – *Majority Approved*
4. Reading Corner Bookcases: £479.60 – *Majority Approved from ringfenced Sponsored Bounce fund*
5. Reading Corner Chairs: £180 – *Majority Approved from ringfenced Sponsored Bounce fund*
6. Recommended reads: £1285 – *Majority Approved from ringfenced Sponsored Bounce fund*
7. Black History Workshop: £500 budget - *Majority Approved*

## **10. PTA Social**

Discussed that this should be held before half term to help recruit volunteers for the major events coming up. Maliha Carey to propose date.

## **11. Any other business**

Jo Brynteson mentioned the poor state of the pavements on the local roads around both WFIS and WFJS. Discussion regarding the need to raise engagement / awareness to petition the Council to repair them properly. Maliha Carey noted that the PTA's purpose is to facilitate the enhancement of the children's learning but that the PTA committee may consider that supporting this would be helpful to the children in light of the many accidents and injuries caused by the uneven pavement. It was agreed that the school and the PTA would work together to raise awareness of the issue.

## **12. Date, Time, Location of Next Meeting:**

Wednesday 3 November or Thursday 4 November TBC.

Maliha Carey to follow up with Mr Hallums.