



**Parent Teacher Association**  
**PTA Membership Number 16317**  
**Registered Charity Number 1161458**

## Minutes of meeting on meeting 27 April 2022 7.30pm – 9.00pm

**Present:** Rebecca Kelly (RK), Richard Spencer (RS), Lorna Miall (LM), Shona Frost (SF), Hayley Darby-Brown (HDB), Alison Canning (AC), Rav Mattu (RM)

1. **Apologies:** Trishna Rycroft, Wieke Eringa, Jessica Butterworth, Gemma Burgess
2. **Treasurer's Matters**

**Income:**

Term	Event	Amount
Spring Half Term	Valentines competition	£80.00
	Easter egg competition	£70.00
	Amazon Smile credit	£5.08
	Total -	£155.08
	Cash in hand	£7.00
<b>Total</b>		<b>£162.08</b>

**Total Net income - £162.08**

Balances:

Nominal account £4,333.51

Savings account £5.93

Additional Matters: It was discussed that we should ask the office to set up a section on Gateway for making donations to the PTA. LM to liaise with the office about this.  
 Action LM.

3. **Face to face events**

AC reported that we have now got the green light from school to proceed with face to face events with the usual precautions. The year 5 and 6 performance is going to go ahead. Indoor events can go ahead, but the preference will be for events to be outside. The summer fair can go ahead, with contingency plans to go inside should the weather be poor.

4. **Proposed Summer Term Events**

- (a) **Summer Fair**

Team

The proposed stalls for the Summer Fair, which will be held in the back playground at school are:

- Hook a Duck
- Play Your Cards Right or Pick a Card
- Tin Can Alley
- Jar Hoopla
- Tombola or Jam Jar Tombola
- Raffle
- Splat the Year 6
- Cake Stall
- Food Stall (selling easy to make food and crisps and fruit shoots and alcohol if we can get a licence and enough volunteers)

We will need volunteers for all of the stalls. RK to action.

Discussions were had around the food stall and the drinks stall. It was agreed that fruit shoots are probably the easiest option for cold drinks for the children. In terms of booze, we discussed that it would be best if drinks were already bought pre-made so small bottles of wine, potentially beer, cans of pre-made cocktails. As regards soft drinks, we should explore buying cans and bottles of water for sale. LM is going to see what Majestic may be able to offer us in terms of alcohol. Action LM.

PTA in general to look out for good deals on cans of pre-made cocktails and mixers.

In terms of food, it was noted that we had often had Indian snack food donated either through Satpal and Mrs Maqbool. Ideally both to be approached to see if they might be able to support the Summer Fair with food again.

An email is to be prepared to go out to all parents and carers saying to advertise the Summer Fair and saying that this will be the biggest and best event we have run yet and anyone who would like to take a stall or provide or donate food or who may be able to volunteer on a stall would be welcome. It was suggested a price of £15 per stall for anyone who wishes to take a stall externally.

***Since the meeting RK has sent a general email to the PTA contact list regarding volunteers for the various events, but it would be good if we can prepare a flyer and a "call to action" for volunteers.***

We also need to look for donations for prizes, gazebos, gift vouchers and other things.

It was agreed that a team of 'persuasive' people to look for prizes would be a good idea. Some names suggested were Shona, Alex and Gemma Burgess. It

was also suggested that we ask Steve Patterson to see if he could arrange for anything to be donated from Yorkshire County Cricket Club.

**(b) Sports Day**

It was noted that this is the same week as the Summer Fair. The PTA often supports Sports Day with sales of fruit cups and drinks. This is to be planned in more detail nearer the time. It is also likely that school will need support with gazebos to protect the children from the sun.

**(c) Freeze Pop Friday**

AC has purchased a quantity of freeze pops for us to sell after school on Fridays. **The first Friday sale took place after this meeting on 29 April 2022. This was a resounding success and sales could have been greater if more freeze pops had been available.**

We will need to look for volunteers for each Friday, but it was proposed that Year 6 assist with the sales. We will sell the freeze pops at 50p per freeze pop. The first Freeze Pop Friday sales generated around £53 of income and around £42 of profit so was an excellent return.

**(d) Jubilee Events**

AC reported that school are keen to do a number of Jubilee events which are as follows:

- There will be a non-uniform day on 27<sup>th</sup> May for children to dress up in red, white and blue.
- Each class is going to do a “Wake Up-Shake Up” dance to a song from a decade of the Queen’s reign.
- There will be a picnic in the playground.
- AC put out a call to the PTA to help decorate the playground in the morning before the children arrive. We will need calls out for Union Jack bunting. RK to send an email to the PTA contact list (done) but WhatsApp messages to all parents and carers would be a good idea.
- In terms of what the PTA could do, it was suggested that we could have a decorate a teapot or jubilee poem competition with notices about this to go on the PTA noticeboard and WhatsApp.
- It was also suggested that we could have a Jubilee cake sale. An afternoon tea cake sale with scones and cream to raise funds for the PTA. RK is to investigate with the Street Lane Bakery if they could donate scones. **Note post-meeting, RK has explored this with the Street Lane Bakery, but they have confirmed due to cost increases they are unable to donate any scones. However, RK has looked into catering packs for producing large quantities of scones and found that packs are available on Amazon to make up scones which takes out much of the hard work of preparation. RK to investigate purchasing one of these packs to produce a large quantity of scones for the afternoon cake sale.**

We can put a general request out to parents to provide cakes for the cake sale and we will need volunteers to run the cake sale after school on 27<sup>th</sup> May 2022.

- We will also need allergy specific cakes.

**(e) Tea Towels and Canvas Bags**

SF

RK reported that we used Stuart Morris last time to produce the tea towels and to produce the canvas bags. Shona is to contact Stuart Morris for their pack. We also need to check that school is not having a re-brand of the logo before we purchase a number of canvas bags again.

**(f) Run4Fun**

We are waiting for confirmation and an update from Carol and Scott as to whether this is able to take place. Roundhay has not been able to confirm if they are able to give access to schools for the event as yet. If the Run4Fun doesn't happen, it was suggested perhaps we could run our own local fun run around Moortown Park, perhaps in September. It was suggested that this be more of an informal event and children be tasked with running 10 laps of Moortown Park over the course of the week, with sponsorship to raise funds for the PTA.

**5. AOB**

**(a) Leavers Hoodies:**

CW

This is all in hand. Mrs Weeks has sent out the email to Year 6 parents for orders and she will arrange with the supplier for the leavers hoodies to be delivered.

**(b) The PTA section on the Moortown School website**

RK to send minutes

RK noted that Mrs Weeks has asked us to provide an update and most recent minutes to go on the website. It was also suggested that once they are up online we could send a WhatsApp with a link to the PTA minutes on the website to parents on the usual parent groups.

**(c) Community Liaison**

SF

SF has identified a community liaison person for Moortown and will explore this to see if it will yield anything in terms of funds for the back playground.

Shona also spoke to Barclays Moortown branch to see if they are interested in helping the school raise funds. This was a definite possibility.

RS mentioned that Co-Op Funeral Care is also a good local business to liaise with who often support local charities with local causes.

RDB suggested perhaps contacting Hollyhouse Vets to see if they could donate anything relating to wildlife that could potentially be used in the back playground outdoor classroom.

**Date of next meeting:**

The Summer Fair planning meeting is proposed for Wednesday 11<sup>th</sup> May at 7.30pm. RK will send a note around to the PTA contact list to alert everybody of this (Post meeting note – action complete).

