



Friends of Heighington Millfield Primary Academy

**Minutes of the Meeting Dated 5<sup>th</sup> February 2024 @ 7.30pm @ Turks Head Public House**

<b>Attendees</b>	<b>Online Attendees</b>	<b>Apologies</b>
Donna Woosey Kerrie Anderson Hetti Moore Kat Simmonds Stacey Pickwell Kim Sellars Amy Dyche Tasha Fixter	Donna Windard Lynn O'Neill Becky Bannister Amanda Crombie	Helen Newton Helen Hempstock Jilly Jarvis Melanie Southcott Claire Bryant Jen Holmes Joanne Hueso Clarissa Bray Lisa Turner Vic Hammond Noah Young Geoff Cochran Kerry Foster Lol Lievesley Rebecca Harris Kayleigh West Alex Boucher Lindsay O'Shea Jodie Sanderson Sarah Hardcastle Alex Aldous Adele Cochran

<b>Item</b>	<b>Lead</b>
<b>Welcome</b> KA welcomed everyone for Meeting and explained the purpose and order of business of the PTA  Apologies	KA
<b>General Meeting</b>	KA & KSi
<b>Finances</b> KSi presented summary of PTA funds in/out since last meeting  <b>Last term's events raised = £2550.00</b>	KSi

(this incl. Stay & Play, 2 x Discos, Xmas Market & Luck Draw)

**Donations to date:**

**£3780.00 in total**

£500.00 Moy Park award (Xmas party)

£3,280.00 donated from Bardney Bingo, Belvin Construction, Affinity Flying Services and private donations (online)

Funds Paid Out

£1520.00 – visits for school (incl. Rec, Y1, 2, 4 & 5)

Current fund balance = £9577.00

**PTA Marketing**

- KA – we need additional volunteers to help with PTA marketing
- **Posters** = thank you to AD already volunteered
- **Facebook** = thank you to KSe already volunteered
- **Year Group Reps** = thank you already allocated and volunteered
- **School Newsletter** = .....????..... KA asked for volunteer for this role
- **Sheepwash Times** = thank you to AD who volunteered to take on this role

KA

**Future Events**

**Easter Egg Hunt – Sun 24<sup>th</sup> March 2024 – 10.30-1.30pm**

- Use Jubilee Hall to do this – KA and KSi have confirmed date
- AD has designed poster to distribute – will also contact Sheepwash Times to donate
- KS to promote EEH on FB
- 200 eggs bought – with staff discount from Tesco - £1.02 per egg
- **£3.00** per entry to EEH – to incl. treasure hunt sheet + egg prize at the end
- KA asked for volunteer to write 'hunt' using KA's quiz sheets from previous years - ...????..... TBC
- **Tea/coffee and hot cross buns** available on the day – TF to contact Blakemore to see if poss. to have donations from Spar – LO'N to contact parent to see if poss to have donations
- **Easter Raffle** – prize to be bought with Spar Vouchers..?
- **GAMES** – KA requested if any volunteers to make/create some wooden games for the PTA (re-usable) to use at EEH and other events – SP and KSe to ask friends/relatives if they would be able to help (PTA would fund costs of materials)

KA & KSi

<ul style="list-style-type: none"> <li>• Use of remaining craft activities/colouring from stay &amp; play event</li> </ul> <p><b>Non-Uniform Day – Friday 28<sup>th</sup> June 2024</b></p> <ul style="list-style-type: none"> <li>• Children wear non-uniform in exchange for a Tombola item (not food) – alcohol &amp; bric-a-brac Tombola only</li> <li>• AD to design poster for this</li> <li>• Volunteers will be needed for this on Friday morning to collect, sort and label items</li> </ul> <p><b>Summer Fair – Sat 29<sup>th</sup> June 2024 (suggested 2-6pm)</b></p> <ul style="list-style-type: none"> <li>• Please add provisional date to diary (for volunteering)</li> <li>• KA &amp; KSi suggested moving time to later – making it a ‘Summer Festival’ with bands/bar/BBQ and events in a big top tent</li> <li>• <b>Summer Raffle</b> – KS to investigate if this can be linked to Charity Hive page</li> <li>• <b>Raffle prizes donations</b> – KSi, KA &amp; HM to go through list of companies who usually donate and divide up and distribute names to PTA members – prizes to be requested via email or word of mouth (decided not to send letters out via post in Feb as in previous years)</li> <li>• HM has created template raffle prize request letter so that individual PTA members can access this to use in obtaining raffle prizes/donations</li> <li>• HM has also created online excel spreadsheet list of raffle prizes so that PTA members can input business/prize details independently</li> <li>• <b>Refrigerator lorry</b> - KSi has booked</li> <li>• <b>Bouncy Castle</b> (inflatable assault course) - KSi has booked</li> <li>• <b>Ice-cream van</b> - SP to sort out– 10% of profit to fair funds</li> <li>• KSe’s relative is a children’s entertainer so she will ask if he would be willing to do magic show (or other) at the event</li> <li>• <b>BBQs</b> - KA asked for volunteers with BBQs</li> <li>• <b>Bar</b> – KA asked for volunteers</li> <li>• <b>Cake Shop &amp; Tea Shop</b> – KA asked for volunteers to run this again (AA &amp; SH..??)</li> <li>• <b>Large Tent, Small Tents</b> - KSi to investigate costs for use for the event</li> <li>• SP volunteered to lend 6m teepees x 3 if needed</li> <li>• <b>PTA Marquees</b> – KSi has requested replacement poles for the broken Marquee and has also applied for funds for 2<sup>nd</sup> Marquee from Coop bank</li> <li>• <b>Music Act</b> - KSi to investigate possibility of having for the evening</li> <li>• <b>PTA gazebos</b> - HM inquired about state of these for stall holders if needed – all still available in out-buildings at school</li> </ul>	<p>KA &amp; KSi</p>
--	---------------------

### **Smarties Fund-raiser – 2<sup>nd</sup> week back after half term (26<sup>th</sup> Feb 24)**

- Each child given a tube of smarties – eat smarties – fill empty tube with coins (20p, or £1)
- Run as a class competition
- AD to create poster – KSe to advertise on FB page
- SP offered to make stickers to put on smartie tubes
- SP raised the question of children with dietary needs (e.g. diabetics – DW to check if we have any children with this so that alternative sweets can be sourced)
- KSe offered to check price of smarties at Bookers
- 244 children currently on school roll

### **Book Donation Day – Weds 13<sup>th</sup> March 2024**

- Suggested to request book donations from parents/community for school library (but also to sell to parents for minimal fee)
- SP offered to lead on this after half term break – HM suggested this might fit in well with World Book Day on **March 7<sup>th</sup> 2024 – date now confirmed for Weds 13<sup>th</sup> March 2024**
- Date and further details to be confirmed

### **Summer Disco – Thurs 11<sup>th</sup> July 2024 – 6.00-8.15pm**

- KSi to confirm venue of Jubilee Hall - DW confirmed school hall would not be available
- Disco, glitter and glowsticks
- Pick & mix for KS2

### **Future Fund-raising Ideas**

- **Lottery Fundraising** - AA previously suggested this as a way to fundraise
- **Birthday Book Pledge** – KA suggested donation of books on birthdays rather than class sweets – this was approved by all present – but decided to postpone start of this to beginning of next academic year
- **Sports Day Refreshments** – parent suggestion from last year – again it was decided to postpone any further action on this
- **Circus Visit** – KSi to investigate this further for future event, as long waiting lists
- PTA Chair decided to 'bank' all these ideas for another time when PTA has less going on (great ideas)

### **Donations & Grants**

- **Promotion for Donations** – use Charity Hive to promote donations and school Newsletter to keep people updated –

use of a totaliser to show how much has been raised towards spending targets (see next section of minutes)

- **Supermarket Tokens** – KA asked for PTA volunteers to organise and apply for Tesco, Asda & Coop Community Champion fund-raising bids – volunteer TBC
- **Apply for funding bids** – KSi has approached Red Arrows with a bid to buy ‘bee-bots’ etc. for the school – can be used short-term in the temporary pods – awaiting result of this
- **Application for funding bids** – KA has list of possible funding bid opportunities – request of any volunteers to help with this

### Spending Ideas

- **Book Pledge** – DW had asked PTA for £100 per month for book pledge – when asked in meeting, DW confirmed she had already found other funds for this so no longer required
- **Climbing Wall School Visit** – KSi sourced climbing wall company incl. instructors to come to school for 1 day and provide opportunity for all children (except reception) to partake in climbing instruction - £600.00 to hire for the day – KS to pass details to DW to arrange
- **Library Improvements** – insurance will cover a basic library refit but PTA funds to enhance the library as a ‘learning space’ has been suggested – KSi to request free quote from company for this to PTA
- **STEM Area/Classroom** – PTA to put together a long-term plan to raise funds for a new STEM area/classroom to be created within the school (multi-purpose Science Lab, STEM, Art & Design, Engineering & DT classroom). KSi to contact company to get quotes for this for PTA – DW has already applied for a PhysieLab grant (worth £3000.00) – Dan Hill from Priory Central team leading on this initiative.

### Future Planning

- **PTA Secretary Role** – HM due to leave the PTA after this year, so replacement member required to take on the secretary role. Any volunteers willing to take on this role to contact HM or KA to discuss what the role entails.
- **Year 6 Hoodies** – PTA volunteer needed to ‘shadow’ HM in the process of ordering Year 6 Hoodies this year (as HM to leave PTA at end of year). KSe and MS volunteered to do this (after meeting).

### AOB

- **Recycled School Uniforms** – AD suggested creating a recycled uniform component of the PTA – where parents can donate old uniforms to be sold (for minimal cost) back to parents at Summer Fair and/or once each term. AD happy to lead on this – SP offered to assist. PTA to fund storage boxes for the uniform collected.

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• <b>Turks Head Summer Fete</b> – Sun 21<sup>st</sup> July 2024 – PTA have been offered a stall/place at the fete by the Turks Head. It was decided to decline in this instance due to date being outside of term time.</li></ul> |  |
|---|--|

**Next Meeting(s)**

**Monday 18<sup>th</sup> March 2024** at 7.30pm Venue Turks Head Public House

Hetti Moore