

## PTA Minutes

Date	9 <sup>th</sup> September 2021
Time	7pm Via Zoom
Attending	Kate Watts, Kate Osbourne, Lisa Thomas Brookes, Kate Sales, Suzanne Smith, Emma Jarvis
Apologies	

Chair	Kate Watts
Vice Chair	Kate Osbourne
Treasurer	Francesca Ferrari
Secretary	Kate Sales
Promoter	Lisa Thomas Brookes
Other members	Emma Jarvis

<p>Agenda Minutes</p> <p>Kate Watts – proposed face to face meeting on 25<sup>th</sup> November – general agreement dependent on Covid restrictions</p> <p><u>Colour Run 16<sup>th</sup> September 2021</u></p> <p>Event Information – Kate Watts</p> <p>89 people have booked for the event (students and their families)</p> <p>1 way system around the school, Reception toilets will be in use, plastic covers will be in place to prevent colour dye coming into the school</p> <p>Colour run stations were planned and colour stations set up, have cannons for the start -gloves and hand gel organised</p> <p>Refreshment stalls planned and volunteers arranged</p> <p>First aid will be organised by Kings School</p> <p>There have been lots of offers of volunteers for help for Colour run, 1 person required for Colour station</p>	<p>Points</p> <ul style="list-style-type: none"><li>• Next Meeting 25<sup>th</sup> of November 7pm face to face meeting</li><li>• Colour Run 16<sup>th</sup> of September final plans</li></ul>
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Kate Osborne – met with photographer re Colour run event 9/9/21, awaiting response

Kate Watts – PTA member aim to arrive 5pm-gates open 5.30pm

Kings have agreed PTA can have access to the car park at this time

Mona will be providing a warm-up for the event, runs a girl's running club  
Discussed that Mona will? remind participants re distancing and not touching stalls

Emma Jarvis – asked about process of paying for items on 16/9 and Covid risk related to cash

Kate Watts – PTA is currently looking into purchasing a card machine. Francesca has made up floats for 16/9, reminder will be given in participant letter to bring change  
-discussed risk and handling money  
-gloves and hand gel present  
-students would be due Covid lateral flow test 15/9/21

Kate Watts – Kings staff have volunteered to help with this event

-2 runs, 18.00 and 18.15pm, both 15-minute timed events, can walk or run, 5 laps = approx. 1 k distance in time given no more than 3 k  
-will have a sign for runners to advise how much time left

School uniform will be on sale – will give slips for bank transfer, no cash for uniforms 16/9  
-cards and wrapping have been donated price from £2.50 can be bank transfer

Lisa – son has volunteered to help dependent on timetable, may have friends who could also help, ex-pupils

Kate Watts – £140 paid currently, expected £445 awaiting August bank statement

- Colour Run 16<sup>th</sup> September continued

<p><u>Uniform</u></p> <p>Kate Watts – Logo Sports have had some delays with stock for sports kit, we have been able to sell some of our items</p> <p>Kings -system running in reception of students borrowing items, offered to pupil discreetly for a small charge</p> <p>Uniform in reception – can be taken and slip to be filled in for bank transfer to PTA</p> <p>Suzanne – has uniform items for PTA</p> <p>Lisa – suggested that we have uniform bundles such as 5 items sold together, would need time to sort them, consensus a good idea</p> <p>Kate Watts – proposed date for Wreath making workshop for students and families</p> <p><u>Other Business</u></p> <p>Kate Watts – Lottery providing a steady monthly amount of £58.40</p> <p>Emma – Parent walk was cancelled due to weather conditions. Should we re-schedule a parent walk?? Spring 2022</p>	<ul style="list-style-type: none"> <li>• Uniform update, moved back to schools, school will offer hire/ buy, we will do uniform sales for events and accept requests via PTA email. Last sale went well early and late summer</li> <li>• 2<sup>nd</sup> December Christmas wreath workshop. Who can attend and who would like to help?</li> </ul>
<p>Actions</p>	<ul style="list-style-type: none"> <li>• Newsletter updates/Lisa please complete after colour run</li> </ul>

	<ul style="list-style-type: none"> <li>• Newsletter and minutes to be sent to the school to be added to PTA page on website. Newsletter to be sent out.</li> </ul>
Previous minutes and actions outstanding	
Finances	<p><b>Recent spend July-September</b></p> <p><b>Recent income July-September</b> Uniform School Lottery</p> <p><b>Current balance</b> Banked Petty cash</p>
Current plans	Colour run
Future events	Christmas wreath workshop.
Next Meeting	25 <sup>th</sup> November

To be added to the Newsletter this time

Events	Walk and Talk did not go ahead due to bad weather. New student uniform sale went well.
Recent Fundraising	<b>July-September</b> School lottery. Colour Run Uniform sales
Recent spending	Colour run
Uniform Sale	PTA email address
School lottery	Link on newsletter
Easy Fundraising	Link on newsletter
PTA	PTA email address
Thank You	To the PTA and all the volunteers who supported the colour run.
Requests	Clothing rails