

**MICKLE TRAFFORD VILLAGE SCHOOL  
PARENT TEACHER ASSOCIATION**



Website: [www.pta-events.co.uk/mtvs](http://www.pta-events.co.uk/mtvs)

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**Meeting Minutes (09/12/2020)**

<b>Attendees</b>			
Louise Eyton	Lisa Davies	Laura Garner	Yvette Brindle
Nicole McNally	Mel Kawycz	Suzanne Gaynor	Caroline Cooper
Tina Roberts			

**Points and Actions Closed since last meeting.**

1. Halloween Trail : All actions complete
2. Hoverboard and pre-Christmas Raffle : All actions complete
3. PTA Cupboard at school : All actions complete
4. Christmas Jumper day : All actions complete
5. December Activities flyer and communications : All actions complete
6. Interactive Pantomime : All actions complete, Caroline has paid the invoice and Nicole has booked in the activity. The Pantomime will go ahead for all children next week.

**Movie and Lantern Night**

The children really enjoyed the event and had a great time. There were some logistical mix ups with the ticketing. Some parents/carers had purchased Christmas Trail maps instead of Movie Night Tickets and had to be accommodated last minute.

**Action:** Nicole has maintained a list of people and Caroline will cross reference with the online sales and discuss directly with the impacted people to solution.

Caroline Cooper	Treasurer	Tina Roberts	Chair
Louise Eyton	Chair	Rada Ramsay	Event Coordinator

### Hampers and Raffle

Some still need to be collected. Nicole has the list of who needs to collect so will contact directly. Caroline needs a picture of the hamper once wrapped by Wednesday. Doing the raffle live on Facebook and Caroline will contact the people if they have put their contact details on the ticket stub. If they haven't put the contact details and just the child's Nicole will contact the parents/carers the day after the raffle.

**Action:** All people to collect the hampers to wrap and send the pictures to Caroline.

### Deadlines

Parents/carers are missing deadlines which is causing extra work and last minute planning or not following instructions in the communications. This could be due to PTA events being the new forum and planning due to COVID-19 being more stringent, so more awareness and stricter deadlines need to be enforced. Deadlines will be noted early. Some parents/carers may struggle with online access and we need to manage this with communications and on a case by case basis as we move to more cashless activities and move to PTA events for majority of items.

**Action:** To be discussed at the next PTA meeting to decide if a comms plan is needed for PTA events and how to ensure that parents/carers are getting information.

### Secret Santa

An additional 40 extra gifts had to be purchased so far but there may be more as last minute secret Santa purchases are done.

Nicole will cross reference the list of gifts and validate with the parents/carers of the children who have not signed up by Monday.

**Action: Based on that Nicole will feedback on Monday if we need to buy gifts.**

Caroline Cooper	Treasurer	Tina Roberts	Chair
Louise Eyton	Chair	Rada Ramsay	Event Coordinator

### Curry Night

Curry night will be postponed until after Christmas and will be held on Thursday 28<sup>th</sup> January. Mrs C will make the rice and chicken curry but is unable to accommodate the vegetarian option. Sales of the curry portions will be via PTA-events only. Nicole has approx. 500 containers from the catering supplier which can be used.

~~**Action:** Nicole and Helen Speak with other potential people who could make a vegetarian curry that night. COMPLETE~~

**Action:** Tina to make a flyer for first week in January. The cost will be £5.00 for adult and £2.50 for child

**Action:** Louise to get some bags, but instructions will be given for people to bring bags when they have ordered

**Action:** Louise/Nicole/Tina/Caroline : regroup, 6<sup>th</sup> January to understand the changes in COVID-19 restriction rules and whether timeslots are built into the purchase options on PTA events to ensure minimal contact at pick up time from the school. Decision will be taken 1<sup>st</sup> week in January.

### Christmas Cards

Cups and Coasters have arrived, some but not all the cards have arrived, they are due in tomorrow. Parents/carers will be contacted as soon as possible. If they still do not arrive by lunch time tomorrow Suzanne will be notified and will escalate directly with the company.

~~**Action:** Suzanne will check on the online update and delivery dates and let Nicole and Caroline know (COMPLETE)~~

~~**Action:** Louise to check with Caroline as to the naming convention on the cheques (COMPLETE)~~

### Notice Board for Key Stage 2 Playground

The notice board has been agreed for the key stage two playground; however, the supplier needs a high resolution logo file to make the noticeboard.

**ACTION:** Nicole to send a high res file to Louise

**ACTION:** Louise to order the board

Caroline Cooper	Treasurer	Tina Roberts	Chair
Louise Eyton	Chair	Rada Ramsay	Event Coordinator

## **Funding Requests and Grants**

Louise has started the application for the Ursula Keys grant. Kate and Fiona have enquired about several further grants, but no further updates available as of today.

Actions remaining outstanding from last PTA events

**ACTION:** A separate grants only meeting should be held to cover the following

- a. What grants are available and timescales for applying?
- b. What does MTVS qualify for?
- c. What information is needed from the school to be able to apply for the grants?
- d. How can expertise from Fiona and Kate be leveraged across the MTVS Grants group for knowledge on the grant submission process?
- e. Can someone keep a central log of all grants available, which are applied for etc?

## **PTA EVENTS**

There is an advertising module within PTA Events. There are multiple options to allow for advertising, there is currently a deal on which gives 3 month free advertising to 20 companies for 3 months. Advertising costs £120 for a full year

**ACTION:** Tina to make communications for advertising specifically for distribution. Printed information will be made available and stuck on the local village noticeboard as well as the post office noticeboard.

## **CHRISTMAS TRAIL**

Not all the stakes are back from the Halloween trail, however Nicole will organise ones for any deficit that there is. The characters are available and ready for pickup at the school for the people who are on the trail and these people have been notified already. 50 maps have already been sold on PTA events.

**ACTION :** Caroline and Rada to do the comms for the maps and advertising

## **Ideas for Next Year and will be discussed at the next PTA Meeting**

1. Something needed for Valentines
2. Bake Off

**ACTION: All to consider ideas that can be done to fundraise for next year for discussion at next meeting.**

*The next PTA meeting will be held on 13th January 2021. There are still openings for people to join the PTA, so please email or contact one of the PTA members if you would like to be part of the group.*

Caroline Cooper	Treasurer	Tina Roberts	Chair
Louise Eyton	Chair	Rada Ramsay	Event Coordinator