

Minutes of the Lacon Childe PTA meeting Wednesday 1st May 2024 at Lacon Childe School

Attending: Lucy Bunten, Sam Harrison, Allan Romeo, Rachel Datlen, France Pioger

Apologies: Sarah Westmacott, Kris Wood, Rachel Croxton-Broome, Kara Guise.

2. Minutes of the last meeting

- Student social media lead – this hadn't been progressed, but the point was made that only parents and school staff, not students, could be on a PTA, whereas Primary School PTAs could have other family members, hence were usually called 'Friends of...'. As RCB may look to bring back the student Council, this may be a way to involve students. It was agreed that we were muddling along with doing facebook posts and agreed that we would not allow others to post or promote their businesses on our page, so the requests would not be authorised in future.

3. Treasurers Report

- The bank balance is £8,269.74 with no payments waiting to be made.
- The bank had returned the bank signatures paperwork as it needed an additional signature. **ACTION: Lucy to amend and resend signatures form.**
- Wish List: there were still some outstanding amounts to be spent from the previous wish list, including Recognition and Rewards and House System, which are gradually spending. There hadn't been a recent update on the Drug Awareness allocation and this had been carried over from the previous year, so would be queried. **ACTION: Rache to email Kara Guise and copy RCB in to confirm intentions with Drug Awareness allocation.**
- The Wish List funding requests from Performing Arts, English and PE (bids from DT and DofE were pending but were not received in time for the meeting) were discussed and it was felt that no decisions could be made as some of the bids were for essential school resources such as exercise books whilst others were 'nice to haves', such as a new sound system. Funding all of the bids would leave the PTA bank account with less than £1,000. It was agreed that further clarity is needed from school around how much each department has to spend each year and what the school feels are the priorities for funding. None of the bids had urgent requests, so it was felt there was time to consider the bids more thoroughly. **ACTION: Rache to book a 30 minute Teams call for the PTA to discuss wish list funding with RCB.**
- It was agreed the allocate £162 to English for the transport costs for Mock Trial as they have progressed to the second round, so initial estimate for transport costs had now been exceeded.

4. Forthcoming Events

- Parents evenings – the Y7 parents evening, attended by Rache and Sarah had been lower key, with free teas and coffees for parents and teachers. This format was sustainable, needing only 1-2 people to run and school had agreed to turn on the urn so that arrival time could be 5-5:50pm.
- Poetry Evening – Thurs 20th June. Louise Britton asked if the PTA could support with refreshments and it was agreed that tea/coffee/soft drinks/crisps and chocolate would be appropriate.
- Kids Disco – it was agreed that we and school may not have the capacity to deliver this in the summer term, so it would be revisited in the autumn.
- Fete – Thurs 4th July. Plans are progressing with the usual format. Lucy had started to contact food vendors.
- Bike Show – Sun 22nd September.
 - A Parentmail had gone out requesting help from parents, but no responses had been received. The new poster would be sent out, with another request.
 - The website was not up and running and it was felt that perhaps this isn't needed at all and that we could focus on a Facebook page and Facebook event instead. Jane had updated that Steve would be able to look at the website in the next couple of weeks if needed.
 - The wooden signage would need replacing, so it was agreed to go for some more modern signage which Lucy had costed with Hands on Printing.
 - Sam suggested that Mailchimp could be used as a communication tool so that exhibitors could opt out of future correspondence and we would be GDPR compliant.
 - Sue had offered to design a map of the school for the show day.
 - There was a discussion about how to reduce queuing of bikers coming into the event and how they pay, with cash, card or phone.
 - Phones can be used to take payments for entry and catering, so sum up isn't needed.
 - Sarah had sent a comprehensive update on food and cash donations.
 - The ticket purchasing option was discussed to be able to determine catering volumes, but it was felt that we can gauge this from the number of exhibitors attending.

ACTION: Sam offered to contact Jim to give him an update.

10. DBS Checks

- Some of these had now been completed whilst others were in progress.

13 Date of Next Meeting TBC at Lacon Childe School.