



William Hildyard Church of England  
Primary & Nursery School PTA

**Minutes of Committee Meeting  
Held on Tuesday 14<sup>th</sup> November 2023  
7.30pm at The Vine pub**

| Item  | Action                                    |
|---|---|
| <p><b>Present:</b> Joanne Fowler (Secretary), Amanda Vickers (Treasurer), Claire McLelland, Philippa Simpson, Kim Smith, Joan Rear, Carly Plumridge</p> <p><b>Apologies Received:</b> Kirsty Mitchell (Chair), Rebecca Pasqualino</p> <p>The meeting was chaired by Amanda Vickers as Kirsty was unable to attend.</p>  |   |
| <p><b>Minutes of General Meeting held on Tuesday 26<sup>th</sup> September 2023:</b><br/>Agreed as a true record of the meeting.</p>  |   |
| <p><b>Past Events:</b><br/><b>Bag2School Collection-Tuesday 31<sup>st</sup> October</b><br/>Raised £85.</p> <p><b>Disco-Friday 10<sup>th</sup> November</b><br/>Raised £369.39. New snack policy worked well. Only a few complaints from the children and some of the parents commented that they preferred the new system.</p>   |   |
| <p><b>Forthcoming Events:</b><br/><b>Christmas Fayre – Friday 1<sup>st</sup> December</b></p> <p><b>Pre-Loved Christmas Jumper stall at Christmas Fayre</b><br/>Letter to be sent out to ask for donations. Trollies will be out for collection during week of 20-24 November. If any left over after Fayre, to be sold on Monday 4<sup>th</sup> December straight after school.</p> <p><b>Santa's Grotto</b><br/>Amanda's dad has created a portable grotto that fits a gazebo frame, which will cut down on the time needed to assemble it on the day. He is happy to be Santa again and Amanda's son Luke will be Santa's helper. More gifts are needed.</p> <p><b>Year 6 Games Room</b><br/>Letter to be sent out asking for volunteers. Joanne will create rota. Needs two adults in this room. Stalls: Wind Up Races, Candy Cane Lane, Toy Tombola, Tattoos.</p> <p><b>Advent Box Game</b><br/>Joanne's mother in law has a posh toiletries advent box that she has recycled to have a gift in each drawer. Could be a tombola style game; draw a ticket and if you have 1-24 you open a drawer?</p> <p><b>Tea Towels</b><br/>Artwork has been sent for printing. All but two children are represented (the two children were absent on all occasions when the artwork was being created). Tea towels should arrive in about a week. Sell at Christmas Fayre,</p> | <p>Joanne</p> <p>Amanda</p> <p>Joanne</p> |



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|---|----------|
| <p><b>Amazon Wish List</b> – Do staff find this useful? If so, it will need updating. If not, should it be discontinued? Joanne will email staff to check.</p>  | Joanne   |
| <p><b>Website</b><br/>After the previous PTA meeting in September, Joanne emailed Mr Baker with all the updates for the PTA section of the website, but not all of these are showing. Mr Baker said that he did update it, but that not all the updates were applied. Joanne will check when these will be done.</p>  | Joanne   |
| <p><b>Wooden Play Equipment Storage Boxes</b> – Joanne gave the measurements to Philippa to give to Men in Sheds. She has not approached them yet.</p>  | Philippa |
| <p><b>Environment Area</b> – Amanda’s dad and Carol from Forest School laid all the bark onto the paths in the Environment area on the INSET day. Thanks were given to them for doing this.</p>   |          |
| <p>Has Ian Davies finished what he was doing with the pond? If so, can the area be risk assessed and signed off so that it can be used? Joanne will check this.</p>   | Joanne   |
| <p><b>Water Tray &amp; Mud Kitchen for Y1 &amp; Y2</b><br/>Budget of approx. £300 agreed for this. Waiting for quotes from school.</p>  | Kirsty   |
| <p><b>Treasurers Report: Accounts &amp; Expenditure</b><br/>Easyfundraising has just paid £28.21.</p> <p>Income: £466.89<br/>Expenses: £68.72<br/>Committed Expenditure: £1460.00<br/>Funds Available minus Committed Expenditure: £3,969.89</p>  |          |
| <p><b>Any Other Business:</b><br/><b>Geography Resources</b><br/>Mrs Townsend has asked if there are funds available for supplementing the new Geography syllabus with atlases, globes etc. If these items are needed to teach the curriculum, the school should buy; however, PTA happy to top up the school’s contribution. Joanne will feed back to Mrs Townsend.</p> <p><b>New Committee Member</b><br/>Carly is happy to join the committee. Kim will wait to see if her daughter is accepted into Reception before she joins.</p> | Joanne   |
| <p><b>Date &amp; Time of Next Meeting: General Meeting on Tuesday 9<sup>th</sup> January 2024, 7.00pm at school.</b></p>  |          |
| <p><b>Meeting closed</b> at 9.12pm.</p>   |          |