

PTA Meeting Minutes

In attendance: 13

Location: virtual

Time/Date: 6:30pm, 15/7/2025

Agenda:

1. Treasurer's update
2. Summer Fete debrief
3. Resignations and future of the PTA
4. AOB

Discussed:

1. Treasurer's update:

- We have raised over 4,000 £ this Summer Fete and have over 3,000 £ left from the 2024 Summer Fete last September.
- Donation coming in from Nexteq - it was donated straight into school with instruction to spend on Summer fete and children, PTA suggested to school which expenses to cover from fete. Nichola to put in a statement in the newsletter this week to clarify.
- It's been a very successful year in terms of PTA - 30,000 £ turnover, Ed will look to get the account independently reviewed before submitting the paperwork.
- Many thanks to Kara and Gaby because they managed to raise a lot of this money 18,000+ £ (including funds from Wadlow Wind Farm)
- Funds from Wadlow WF to go to school in September
- Ed to send brief to Laura so it can be included in comms

2. Summer fete debrief:

- Document containing feedback can be found here:
<https://docs.google.com/spreadsheets/d/1FWHWACMPvF8SHNhXW3zIDc-XzcUaEKD7oJwzFN3ehl/edit?gid=1703274329#gid=1703274329>
- Thanks to Miss Campbell for folding the raffle tickets!
- More volunteers required to make the Summer Fete run next time
- It would help to ensure we have DBS checks for more people in the PTA so that they can volunteer if they're able to.
- We need a committee for the Fete next time around, this was very stressful for school staff.
- Comms to parents were too much so maybe next time include them in the newsletter
- Raffle tickets: comms not great, try to allocate more time for this next time around
- Better communication with the school
- Spicy bean burger for bbq, gluten free rolls for bbq / GF and Veg options for next time
- We also discussed whether we can tap into the Buttercups Fete but Nichola and Ed pointed out that it will be logistically difficult because Buttercups are not part of school and it would be messy on where the raised funds will go afterwards.
- Positive: a few ad-hoc volunteers coming at the end.
- Ideas on getting more people involved are very welcome - Daniella pointed out that we can reach out to Tesco (Champion committee person support) or AstraZeneca (they have to volunteer every year).

- Incoming reception parents - PTA info pack; Nichola - hello from the PTA in parent meetings June days; Laura to work on comms for the welcome pack and comms in the newsletter like last Sept.

3. *Resignations and Future of the PTA:*

- Ed and Katie plan to step down - thank you so much for your service with the PTA, you will be missed!
- We don't have many Reception, Y1 or Y2 parents in the PTA and we have quite a few people from older year groups which will be gone once their children move on from the Meadow so we need to focus on getting new members.
- We need more positive PR for the PTA
- Some suggestions on how to get more people involved:
 - Spreadsheet in the playground like it was done previously (i.e. can you help for a half hour slot?)
 - Have a pub gathering/social at the beginning of the next school year - this might help.(Action item: poll to see if people are up for this)
- Having blended meetings: in-person/online could help more people be able to join so it's something we should consider going forward.
- Having a regular cadence of meetings can also help encourage people to come along as they are better able to plan ahead.
- Can the PTA roles be shared? Some roles might be easier to share than others - treasurer, chair.
- Can someone from the school be a trustee? Yes but they need to declare a conflict of interest; furthermore Faye, Ellen and Nichola can't have a trustee role.
- Transparency: there were some concerns about transparency discussed; a few people complained to the school that there was not enough transparency from the PTA to the school community. We discussed the intent behind these concerns and some of it seems to be a feeling of exclusion. In order to be more transparent and make sure that everyone knows about the PTA and our work we decided to do the following:
 - Have a physical poster advertising the PTA (including the link to the school website to find out more: <https://meadowprimary.org/parents-and-carers/parents/pta/>) in the School Reception area for everyone to see (Andra can print this).
 - Keep the PTA webpage up to date, including: contact email, link to socials (FaceBook), mentioning we have a WhatsApp group that one can join.
 - Publish the meeting minutes to the PTA webpage (Andra to ask Faye)
 - The webpage seems like the best way to publish all this information as not all parents are part of year or PTA WhatsApp groups so comms might not reach everyone. The e-mail for the PTA is currently on the school website so we currently do have a mechanism for people interested to find out more if they wish to. We also discussed how we can make people feel safe to say what they mean without any negativity.
- AGM meeting next time, work through the constitution - remind everyone what the PTA stands for.

4. AOB:

- Playground to be updated over the summer holidays:
 - Faye has a plan for block play and an OPAL shed, money from grant to be spent in Sept - school to liaise with Ed.
 - Faye to manage feedback and back and forth to Wadlow Wind Farm.
- We need to spend the money that we raised on projects within the school (decide at the next meeting) because we can't be accumulating so much.
- Ringfence money for the beach and panto next year 2026.
- Discussion re. Panto and Beach within the same calendar year.
- Discussion for next meeting: Is there an opportunity to do something new? i.e. other experiences for the kids such as workshops - if we get one in, it has to be beneficial to everyone.
- Rachel to review businesses that supported us and distribute links for whoever wants to review.
- Katie to work with Faye on setting a date for the next PTA meeting and AGM.
- Katie: Really positive year, well done and thank you to everyone!

Action points:

- Nichola:
 - include a section in the school newsletter this week to confirm the Nexteq donation.
- Ed:
 - get the PTA account independently reviewed before submitting accounts;
 - funds from Wadlow WF to go to school in September;
 - send brief to Laura so it can be included in comms;
 - liaise with the school re. block play and an OPAL shed, money from grants to be spent in Sept.
- Laura:
 - work on PTA awareness comms for the welcome pack and comms in the newsletter like last Sept;
 - send out final comms to review our fundraising and spend to be shared with the school community.
- Andra:
 - liaise with Faye to publish meeting minutes on the PTA webpage.
- Rachel:
 - review businesses that supported us and distribute links for whoever wants to review.
- Katie (or anyone who is able to):
 - get a copy of the PTA constitution to have for the next meeting;
 - work with Faye on setting a date for the next PTA meeting and AGM.
- Everyone:
 - put out a poll to see if people are willing to have a pub gathering/social at the beginning of the next school year;
 - set time for the next PTA meeting and ensure we have at least a 21 day notice for everyone in the school community.

Part of the agenda for the next meeting:

- PTA Future:
 - AGM
 - plan to recruit more members
 - Constitution and transparency - ensure we're as transparent and inclusive as possible
- PTA Plans for the new year
- Is there an opportunity to do something new? i.e. other experiences for the kids such as workshops - if we get one in, it has to be beneficial to everyone.

Next meeting: TBA, this meeting will also be an AGM.