

 Registered Charity 1031585 Meeting: 2022 Events Date: 24/01/2022 Location: Zoom call	MEETING	4	Parents and Teachers Association (PFA)				MEETING NOTES
	✓	Andrew Cook	✗	Felicity Gardner	✓	Merili Freear	Vicky Brocklesby
	✓	Ben Casswell	✗	Joanne Allen	✗	Michelle Martin	Yvonne Stark
		Ben Rhoades	✓	Kirsty Woollins	✓	Morten Christiansen	Deborah White
	✗	Charlotte Boichat		Laura	✗	Sam Montague-Duffill	Gemma Casswell
		Faye Thompson	✓	Lauren	✓	Vic Bloomfield	
	✓	FULL ATTENDANCE		✗	PART ATTENDANCE		✗ APOLOGIES
							Issued to school website

No.	AREA	DESCRIPTION	RESPONSIBLE	DATE	STATUS
Introductions & General					
1.3	Charity name	Propose to stick with registered charity name: North Kelsey Parent Teachers Association (PTA)	-	-	Note
Financial					
2.3	Signatories	Sam, Vic, Ben C and Morten to complete community organisation current account additional party form. Ben, R and Faye already signatories. Hand in to Scunthorpe branch after 09/11/21. Signatories updated, Morten to confirm full list.	Sam, Vic, Ben C, Morten	10/11/2021	Ongoing
2.5	Online banking	Set up once names on account changed. Then find out about getting at least x2 cards	Morten	TBC	Outstanding
2.7	Gift aid	Morten to research	Morten	01/12/2021	Outstanding
2.10	Update 24/01/22	Profits Xmas fair £1524.44 Xmas pop up sale £61 Xmas wreath £444.81 Xmas cards £178.49 Parent evening £62.65 Halloween disco £392.47 Small donations (late payments etc) 90.89 £4£ match £500 Total £3163.86 School Donation Rand Farm £180 Panto £800 Eureka £417 School science prize give away £80 (x8 prizes) Total £1477 Bank Statement Total £4384.81 We started with £2741.47 so we are up £1643.54 after all profits and expenses.	-	-	Note
PFA training & equipment					
3.1	First aid	Humberside fire rescue may be able to help with first aid training	Morten	01/12/2021	Ongoing
Events					
4.15	T-towels	T-towels. School intend to ask the children to do self portraits as homework. These are then collated on t-towel pattern and sent for printing. Packs with Ben C. Deliver to school by 26/01/22.	Ben C	28/01/2022	Outstanding
4.16	Move Kelsey	Starts February 1st with 'chase the bubbles' as children arrive at school. Need volunteers to help with bubbles and sign people up!	All	01/02/22	Outstanding
4.17	Letter hunt	Letter hunt around North & South Kelsey Feb half term. Prizes needed	Vic	13/02/2022	Outstanding
4.18	Bee Kind Disco	Check if DJ can change to Thursday 10th Feb, 17:30 - 19:00. Mrs Thorpe has x3 teachers who can help. Check with Sue.	Ben C	25/01/2022	Outstanding
4.19	Fun walk	13/02/22. Route dependant on weather. Volunteers for tea & coffee.	All	01/02/22	Outstanding
4.20	Fun run	Fun walk Feb 13 th . Route dependant on weather. Volunteers for tea & coffee.	All	01/02/22	Outstanding
4.21	Bag2school	Bag2school Feb 24 th . Send flyers out before half term, ensure they state money raised is for the school.	Ben C	11/02/2022	Outstanding
4.22	Easter bingo	Easter bingo March 30 th . Confirm new date with Mr. Cook.	Ben C	25/01/2022	Outstanding
4.23	Summer fair	Summer fair July 2nd - plan meeting to discuss ideas	Ben C	TBC	Outstanding
4.24	Fun walk	Look for someone to donate ice cream	Morten	25/01/2022	Outstanding
4.25	PTA bags	Design done. Look to source sustainable and ethical bags.	Lauren	TBC	Outstanding
4.26	Easter wreath	Confirm enough helpers and plan, provisional date 25/03/22	Gemma & Michelle	25/01/2022	Outstanding
4.27	Bee Kind Disco	Knitted bees to be sold at the disco and online, possibly pop up shop?	Michelle & Sam	10/02/2022	Outstanding
4.28	Bee Kind Disco	Gemma & Vic to sort food.	Gemma & Vic	10/02/2022	Outstanding

 Registered Charity 1031585 Meeting: 2022 Events Date: 24/01/2022 Location: Zoom call	MEETING	4	Parents and Teachers Association (PFA) MEETING NOTES				
	✓	Andrew Cook	✗	Felicity Gardner	✓	Merili Freear	Vicky Brocklesby
		Ben Casswell		Joanne Allen	✗	Michelle Martin	Yvonne Stark
		Ben Rhoades	✓	Kirsty Woollins	✓	Morten Christiansen	Deborah White
	✗	Charlotte Boichat		Laura	✗	Sam Montague-Duffill	Gemma Casswell
		Faye Thompson	✓	Lauren	✓	Vic Bloomfield	
	✓	FULL ATTENDANCE	✗	PART ATTENDANCE	✗	APOLOGIES	Issued to school website

No.	AREA	DESCRIPTION	RESPONSIBLE	DATE	STATUS
4.29	Bee Kind Disco	Popcorn to be sold as before	Vic	10/02/2022	Outstanding
4.30	Bee Kind Disco	Check sweet supplier with Faye. Other option is shop in Gainsborough (Vic knows)	Ben	10/02/2022	Outstanding
4.31	Bee Kind Disco	Candy cane hearts?	Sam	10/02/2022	Outstanding
Correspondence & Communication					
5.2	24/01/2022	Non to report	-	-	Note
Online shop					
6.2	Link bank	Add privacy policy	Ben. C	31/10/2021	Ongoing
6.3	Website	Domain name to change to pta, chose time to make change.	Ben. C	TBC	Outstanding
6.4	Website	Online shop updates on going. Leader board for Move Kelsey needed.	Ben C & Kristy	31/01/2022	Outstanding
Grants, donations and sponsors					
7.2	Easyfundraising	Continue to promote easyfundraising	Ben. C	31/10/2021	Ongoing
7.3	Charity Info	Add charity number to donation letter. Add letter template to PTA area of website.	Kristy	25/02/2022	Outstanding
School projects & wish list					
8.1	Projects	Ben C asked Mr Cook for projects the school would like to undertake, these are: Make the nature area a useful space Books Educational trips Discuss at future meeting to establish some clear goals.	All	TBC	Outstanding
8.2	School trips	Several trips coming up but no formal request for funds	Andy	TBC	Outstanding
AOB					
9.1	Policies	Policies sent to Ben Casswell from Ben Rhoades. These need publishing to school website. Note 24/01/22: Polices under review.	Ben C & Morten	TBC	Outstanding
9.2	Constitution	Team sign constitution, Ben C to arrange	Ben. C	TBC	Outstanding
9.3	Trustees / Charity	Update trustees, Ben C, Morten and Jø Merili new trustees.	Ben. C	05/11/2021	Ongoing
9.6	SEN	Engage with special educational needs (SEN). Consider future approach.	Ben. C	TBC	Outstanding