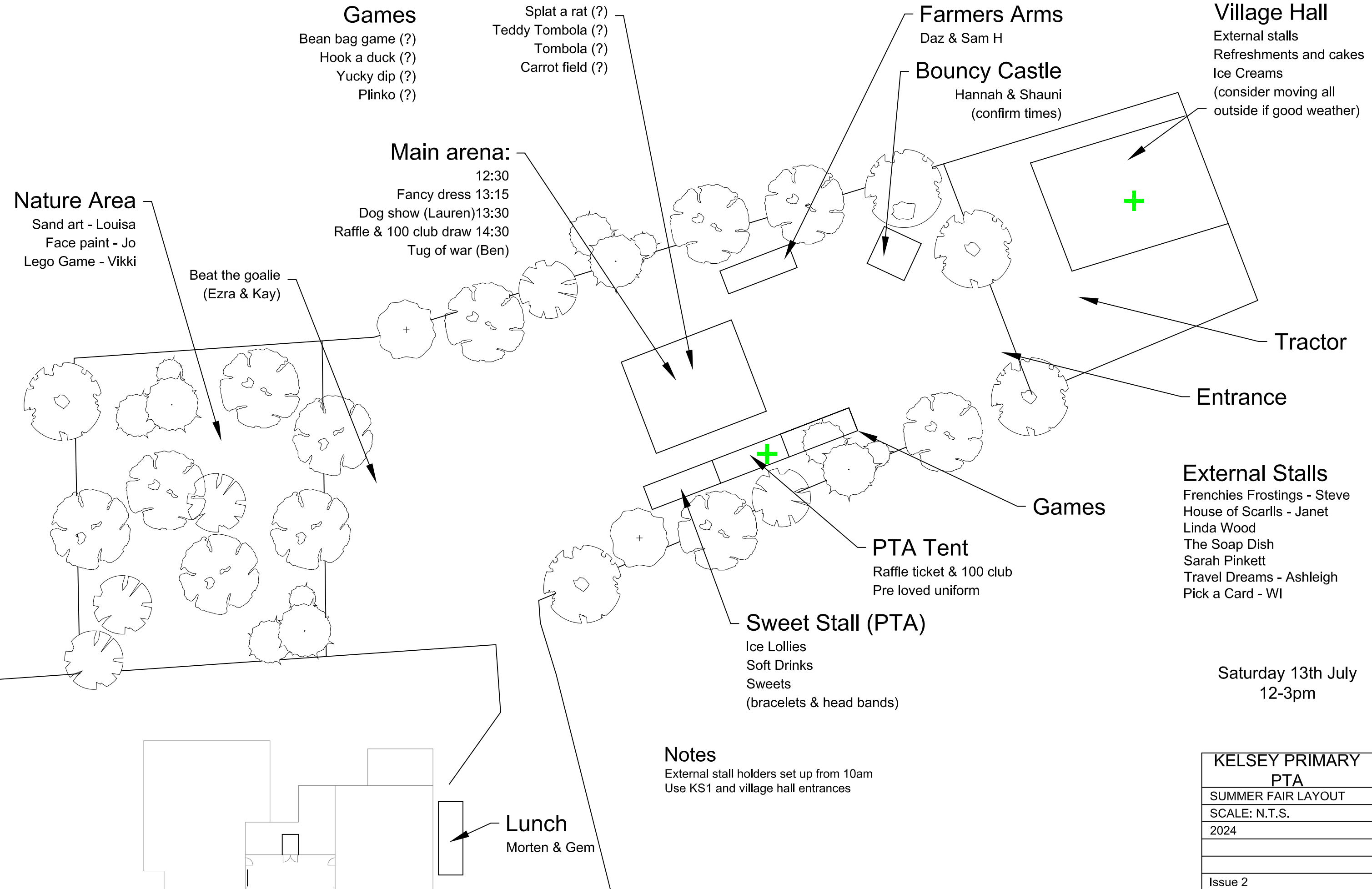


 Registered Charity 1031585	MEETING	15	Parents and Teachers Association (PTA) MEETING NOTES			
	✓ Alex Awolaja ✓ Ben Casswell Carol Lethbridge Chanel Moss Charlotte Boichat ✓ Emily Bratley Faye Thompson ✓ FULL ATTENDANCE	✓ Jake Wade Joanne Allen Jordan Josie Fitzgerald ✗ Katie Grantham Kay Awolaja ✓ Kristy Woollins ✗ PART ATTENDANCE	Laura Gray Lauren Wilding Leona thorpe Merili Freear ✓ Michelle Christiansen ✓ Morten Christiansen Rachel Crowder ✗ APOLOGIES	✓ Tom Gissing Sam Montague-Duffill Shauni Coombes ✗ Stacey Nicholl ✓ Vic Bloomfield Kim Massey Shauni Coombes Issued on: www.nkpta.com		

No.	AREA	DESCRIPTION	RESPONSIBLE	DATE	STATUS
Introductions & General					
1.13	Introduction	Welcome Tom who knows about trees!	-	-	Note
Financial					
2.7	Gift aid	Research & progress	Rachel / Morten	TBC	Ongoing
2.14	Receipts	All purchases need hardcopy receipt	All	-	Note
2.16	Easyfunding	Continues to thrive - Kristy and Ben to make promo vid for social media	-	-	Note
2.17	Update 25/04	Balance is healthy, full update to follow end of term. Break the rules made £171 (before expenses)	Ben	01/11/2024	Outstanding
2.19	Accounts	Chase accounts. Submission to Charity Commission due before 30/06/24	Morten	30/06/2024	Outstanding
PFA training & equipment					
3.3	First aid	Ben & Gemma recently completed STA first aid training. Add to generic risk assessment	Ben	11/05/2023	Ongoing
3.4	Food hygiene	Gem & Vic cert renewal due Oct 24. Morten to complete. Ben to upload Alex's to website	Ben	01/10/2024	Ongoing
Events / Ideas					
4.25	PTA bags	Design done. Look to source sustainable and ethical bags.	Lauren	TBC	Ongoing
4.44	Events	All events are listed on the website. Next up is: 0/07 - sports day 10/07 - B2S 13/07 - summer fair 17/07 - colour run 18/07 - leavers event	Ben	-	Note
4.45	Ideas	There are LOADS of ideas on PTA Area of our website. Ben is keen to try new stuff but needs your help!	-	-	Note
4.46	Embroidery class	Due 17/05/24 - let us know if you can help, or just sign up and come as a punter - it'll be ace. Details to follow on website. We'll try again Autum	All	TBC	Outstanding
4.47	Events	PTA stall at large external event. We've seen it done by others and think it could be a winner - need to find an event!	All	TBC	Outstanding
SF	General	See plan attached - let us know what you'd like to help with.	-	-	Note
Correspondence & Communication					
Online shop					
6.6	100 club	100 club renewals added (and selling like hot cakes!).	-	-	Note
Grants, donations and sponsors					
7.8	Tesco	School have applied to Tesco Market Rasen and been accepted. Push on social media	Kristy	TBC	Outstanding
School projects & wish list					
8.7	Sofa	Sofa for library on hold: second hand proving difficult to find. If successful with Tesco bid (see note 7.8) this money might be used instead of PTA.	Miss Grantham	TBC	Outstanding
8.8	Nature Area	It is proposed to spend POTA money allocated to NA on: tidy up / remove dead trees Power socket Water supply The latter two to make maintenance and hold events more practical. Left of funds towards the pond / fence Tom has offere3d to write action plan and review trees that should be removed - you rule Tom!	Ben	01/11/2024	ongoing
8.9	Yr. 6 leavers	School to confirm arrangements. PTA have provided cinema experience past 2 years and happy to do so again	Miss Grantham	18/07/2024	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
9.6	SEN	Engage with special educational needs (SEN). Consider future approach.	Ben. C	TBC	Outstanding
9.9	SHE	Work in school done under school risk assessments	-	-	Note
9.10	BBQ	Kristy is up for cleaning the BBQ round back of school (because she rules). This can then be used at events	Kristy	TBC	Outstanding



Nature Area

Sand art - Louisa
Face paint - Jo
Lego Game - Vikki

Games

Bean bag game (?)
Hook a duck (?)
Yucky dip (?)
Plinko (?)

Splat a rat (?)
Teddy Tombola (?)
Tombola (?)
Carrot field (?)

Main arena:

12:30
Fancy dress 13:15
Dog show (Lauren) 13:30
Raffle & 100 club draw 14:30
Tug of war (Ben)

Farmers Arms

Daz & Sam H

Bouncy Castle

Hannah & Shauni
(confirm times)

Village Hall

External stalls
Refreshments and cakes
Ice Creams
(consider moving all
outside if good weather)

Beat the goalie
(Ezra & Kay)

Tractor

Entrance

External Stalls

Frenchies Frostings - Steve
House of Scarlls - Janet
Linda Wood
The Soap Dish
Sarah Pinkett
Travel Dreams - Ashleigh
Pick a Card - WI

PTA Tent

Raffle ticket & 100 club
Pre loved uniform

Sweet Stall (PTA)

Ice Lollies
Soft Drinks
Sweets
(bracelets & head bands)

Games

Notes

External stall holders set up from 10am
Use KS1 and village hall entrances

Lunch

Morten & Gem

Saturday 13th July
12-3pm

KELSEY PRIMARY
PTA
SUMMER FAIR LAYOUT
SCALE: N.T.S.
2024
Issue 2