

 Registered Charity 1031585	MEETING	14	Parents and Teachers Association (PTA) MEETING NOTES			
	Meeting: General Date: 25/04/2024 Location: School	✓ 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 ✓ Kirsty Woollins ✗ PART ATTENDANCE	Laura Gray Lauren Wilding ✗ Leona thorpe Merili Freear ✓ Michelle Christiansen Morten Christiansen Rachel Crowder ✗ APOLOGIES	Ria Lowe 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					
Financial					
2.7	Gift aid	Research & progress	Rachel / Morten	TBC	Ongoing
2.14	Receipts	All purchases need hardcopy receipt	All	-	Note
2.16	Easyfunding	Lets push this, here are the stats: 37 supporters Total raised £1,087.75 (since 2021)	-	-	Note
2.17	Update 25/04	There is approximately £2,700 not allocated There is approximately 2,086 allocated to nature area, £1k of which needs spending with auditable trail by Nov 24 (Tesco)	Ben	01/11/2024	Outstanding
2.18	Grants	Co-op money has been received.	-	-	Note
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	Outstanding
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: Table top sale coffee morning with games - 20/01/24 BeeKind Disco - 08/02/24 Planning to be done over WhatsApp	Ben	08/02/2024	Outstanding
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	All	17/05/2024	Ongoing
SF	Dates	13th July is preferred date because more people available to help. Confirm date and start advertising!	Kristy	26/04/2024	Ongoing
SF	Helpers	Come up with plan to allow PTA stall helpers to have time to enjoy the fair as well as grafting! Scouts / Duke of Edinburg / spare people / less stalls?	Ben	TBC	Outstanding
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	-	-	Note
School projects & wish list					
8.4	Visitors WC	PTA agree they would provide some funding to renovate.	-	TBC	Outstanding
8.6	Mud kitchen	Mud kitchen due very soon - we promise Mrs Massey!	Ben	29/04/2024	ongoing
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.	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	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
9.6	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