



Registered Charity 1031585

Meeting: Summer Fair

Date: 11/05/2023

Location: School

MEETING

11

Parents and Teachers Association (PTA)

MEETING NOTES

✓ Andrew Cook	✓ Kristy Woollins (Secretary)	Morten Christiansen (Tr.)	Joyce Park (WI)
✓ Ben Casswell (Chair)	Laura	Chanel Moss	Shirley Brooks (VH)
✓ Charlotte Boichat	Lauren	Sam Montague-Duffill	Jake Wade
Faye Thompson	Merili Freear	✓ Vic Bloomfield	Jordan
Joanne Allen	✓ Michelle Martin	✓ Stacey Nicholl	Ria
✓ FULL ATTENDANCE	✗ PART ATTENDANCE	✗ APOLOGIES	Issued on: www.nkppta.com

No.	AREA	DESCRIPTION	RESPONSIBLE	DATE	STATUS
Introductions & General					
1.9	Officers & Trustees	Ben Rhoades will no longer be a trustee. Existing trustees are Merili, Morten & Ben. Merili taking less active role so doesn't feel she's right as a trustee, Ben nominates Kristy	Ben	19/05/2023	Outstanding
Financial					
2.5	Online banking	Set up once names on account changed. Then find out about getting at least x2 cards. Cards now issued, Morten has bank card, second required	Morten	TBC	Ongoing
2.7	Gift aid	Morten to research	Morten	01/12/2021	Ongoing
2.12	Accounts	RNS accountants (Brigg) can prepare accounts, budget price £250. Last years books with accountants	Morten & Ben	30/06/2023	Ongoing
2.13	Update 12/01/23	Financial update will be issued 19/05/23	Morten	19/05/2023	Outstanding
2.14	Receipts	All purchases need hardcopy receipt	All	-	Note
PFA training & equipment					
3.1	First aid	Humbeside fire rescue may be able to help with first aid training	Morten	01/12/2021	Ongoing
3.2	Kitchen	New oven and freezer for class 1 for PTA to use. Ask Mr Cook	Ben	16/09/2022	Outstanding
3.3	First aid	Ben & Gemma recently completed STA first aid training. Add to generic risk assessment	Ben	11/05/2023	Outstanding
Events / Ideas					
4.25	PTA bags	Design done. Look to source sustainable and ethical bags.	Lauren	TBC	Ongoing
Summer Fair					
SF	Food	BBQ / hog roast, confirm what's needed	Gem & Morten	30/06/2023	Outstanding
SF	Dog show	Lauren sorting rosettes. 6 other categories win rosettes, 1st, 2nd & 3rd Confirm prizes	Lauren & Ben	30/06/2023	Outstanding
SF	Sand art	Sand in PTA cupboard. Source jars	Charlotte	30/06/2023	Outstanding
SF	WI	Joyce to confirm if they'd like to be involved	Joyce	19/05/2023	Outstanding
SF	Raffle prizes	Gather prizes, need 10 ish	All	30/06/2023	Outstanding
SF	Raffle	Raffle tickets to be available online and on the day	Kristy & Ben	19/05/2023	Outstanding
SF	Cheer leading				Outstanding
SF	Music				Outstanding
SF	PTA Stall	Tuck shop, confirm details	Michelle & Vic	19/05/2023	Outstanding
SF	beat the goalie				Outstanding
SF	sweet tombola				Outstanding
SF	Splat the rat	Splat The Rat, a bean bag toss, other?			Outstanding
SF	Hook a duck				Outstanding
SF	Guess teddy name				Outstanding
SF	Ice cream	PTA tuck shop to sell ice creams?	Michelle & Vic	19/05/2023	Outstanding
SF	Bar	Sam & Jordan to do shopping list	Sam & Jordan?	30/06/2023	Outstanding
SF	Bar	Apply for TENS	Ben	19/05/2023	Outstanding
SF	Bouncy castle	Book	Ben	19/05/2023	Outstanding
SF	classic cars	Ask Flick	Ben	30/06/2023	Outstanding
SF	Competition	School art? Ask teachers	Ben	19/05/2023	Ongoing
SF	Tug of war				Outstanding
SF	Bee game				Outstanding
SF	Bowl game				Outstanding
SF	Refreshments				Outstanding
SF	Stalls	Stalls will be listed on the website (www.nkpfa.com); stall holders can purchase their slot (£10) or agree a %. Ensure we don't double up on the same sort of stalls	Kristy	16/07/2022	Outstanding
SF	Floats	Let Morten know if you need a float	All	08/07/2022	Outstanding
SF	Other				Outstanding
SF	Setting up	Friday 14th Put up marquee Curate children's art after assembly 3:30pm Saturday 16th Set up on field, I'll be there from 8am	All	16/07/2022	Outstanding
SF	Risk Assessment	Complete and check	Ben & Morten	30/06/2023	Outstanding
SF	Advertising	Community, Kelsey & Howsham newsletters. Social media, signs & school. Flyers?	Ben	31/05/2023	Outstanding



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Correspondence & Communication					
5.2	24/01/2022	Non to report	-	-	Note
Online shop					
Grants, donations and sponsors					
7.2	Easyfundraising	Continue to promote easyfundraising	Ben. C	31/10/2021	Ongoing
7.6	Applied	Tesco, Morrisons - update	Kristy	-	Outstanding
School projects & wish list					
8.4	Visitors WC	PTA agree they would provide some funding to renovate.	-	TBC	Outstanding
AOB					
9.1	Policies	Policies sent to Ben Casswell from Ben Rhoades. These need publishing to school website. Note 24/01/22: Policies under review.	Ben C & Morten	TBC	Outstanding
9.6	SEN	Engage with special educational needs (SEN). Consider future approach.	Ben. C	TBC	Outstanding
9.8	Storage	Shelves needed for loft before sorting out.	Ben	TBC	Outstanding