



PTA Meeting Minutes – 2nd May 2018

Apologies: Mrs Carroll, Ben and Saman

- The minutes of the previous meeting were read and matters arising discussed.
- The Father's Day gift was discussed
 - The choice between key rings and fridge magnets was discussed and it was agreed by executive decision that key rings was the options
 - The school will organise the preparation of the key rings if the items are delivered to the school
 - 210 items should be purchased
- The suggested date for the Inflatables evening is the 14th September 2018 and it will follow the same format as last year.
- The outdoor cinema idea was discussed
 - the preferred date is Saturday 29th September 2018.
 - Having parking at the equestrian centre two nights within a fortnight may constitute an issue
 - Start @ 20:15 film to finish @ 22:15 Parking empty by 23:00
 - So far contacting the equestrian centre has been difficult.
 - **A:** Andrew to ring Annie Pie to discuss the parking situation
 - Options for the total cost are dependent on the date and further investigation
 - Ticket prices roughly £10 and a family ticket may be an option
 - Food and drink will be available on the night
 - A risk assessment would need to be completed
 - A TENs would be required
- The Summer Fayre was discussed:
 - Oakfields Got Talent – Children to select from within their classes
 - Miss Peacham will look after "Shoot the Hoop"
 - Mrs Carroll has agreed to participate in "Splat the Teacher"
 - The gazebos have been ordered
 - Additional gazebos are always welcome and Helen Ward volunteered her gazebo again this year
 - First Aiders for the event: Mrs Makwana and Ms Chatfield

- Helpers to be organised for the tidy up required at the end of the day
 - There may be a themed area – tbd
 - The Tug of War should be included in the day – Mr Marshall to provide the rope
 - Tin Can Alley and Hook a Duck should have extra people to cover across the day as they are very labour intensive
 - The Scouts will be used for the parking
 - **A:** Gita to check whether Mrs Carroll would be happy to judge the programme cover competition
- First Aid Course
 - Lisa Marie, Liz, Vicky and Jennie were all interested in attending
 - **A:** Andrew to check for possible dates
- Leavers Books – the PTA usually pay for these and they are organised by the Year 6 teacher.
- Purchases for the School
 - Cognita are funding a minibus for the school
 - Miss Peacham will be the designated driver and the training will cost £3K for each named driver
- Following GDPR the school will not be able to share any personal information about pupils or parents at the school including details about dietary requirements
- In order to complete the DBS check for members of the PTA details need to be passed to the school. To complete the check passport and driving licence will need to be provided.
- Ball 2019
 - Nothing currently in the diary for the French Trip in 2019
 - **A:** Gita to check on the possible dates – 24/5, 7/6, 14/6, 28/6
 - The ticket price was discussed and various opinions expressed – if drinks were included at the bar a higher ticket price was reasonable
- The Treasurer outlined the use of electronic banking for the PTA Bank Account. It was agreed that it would simplify the reimbursing of expenses and improve access to account details. It was therefore agreed that the current mandate would be used to enable the addition of electronic banking to the current HSBC account.