

Meeting Minutes 2nd May 2024



Item	Notes	Action Points
Attendees	<p>Jade Sonnichsen – Secretary Amanda Allen Rebecca Wills – Chair Shara Duffield Gemma Rundle Stacey Bray Caroline Williams</p>	
Registering as a Charity	<p>To register as a charity we must appoint 3 trustees.</p> <p>As a registered charity can have a registered name and a working name (what we are known as).</p> <p>Amanda explained the constitution (the PTA's governing document) she has created using parentkind, copies were handed to all present.</p> <p>As part of the constitution we have to agree the purpose of the charity.</p> <p>Amanda has agreed to create our charity application and to complete our annual returns, she has also created an email address for the PTA to use.</p> <p>We need public liability insurance to hold events.</p>	<ul style="list-style-type: none"> • Rebecca Wills (Chair), Jodie Tonkins (Treasurer) and Jade Sonnichsen (Secretary) appointed as trustees • Our official registered name will be 'St Michaels School Parent Teacher Association' as per our bank account, but our working name will be 'Friends of St Michael's' • We need to complete registration with Parentkind to use their services – Rebecca can you complete this please? • Purposes have been agreed as the following; <p>The object of the association is to enrich and advance the educational experience for all pupils of the school by;</p> <ol style="list-style-type: none"> 1. Developing effective relationships between staff, parents/guardians, carers, pupils and others associated with the school 2. Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils • Amanda please share the email details with Rebecca for administration and Jade to use in marketing ASAP • Rebecca can you please look into this • Jade to add PTA information to school website

	A new logo was proposed by Jade and agreed by those present	<ul style="list-style-type: none"> • Jade to email school letterhead and new logo to Amanda to support the charity application
Summer Fair	<p>We do not currently hold a lottery licence, which is required to conduct raffles where tickets are being sold in advance of an event.</p> <p>A list of preferred stalls was discussed, some people have volunteered for particular stalls (names in brackets);</p> <ul style="list-style-type: none"> • Face Painting • Chocolate/Sweet Tombola (Shara) • Bouncy Castles • Lucky Dip • Helter Skelter • Ice Cream Sales (Jade) • Teddy/Toy Tombola • Cake / Refreshment Stall • Lollipop Board • Glitter Tattoos • Hook a Duck • Hoop Throwing • Tin Can Alley • Sponge Throw • Cash Prize/Hamper Raffle 	<ul style="list-style-type: none"> • Jade to make application • Jodie to write cheque please – Jade will send details • Jade to create graphics asking for support from parents, drip feed into newsletters • Shara is organising bouncy castles and has already booked/paid • Jade to send email to parents asking for any businesses to sponsor a stall
Purchase request for the infants library	Megan Care (literacy lead) has asked the PTA to purchase some wall decals for the infant library. Those present reviewed the decal images and have agreed £51.96 cost.	<ul style="list-style-type: none"> • Jodie can you please purchase these items using the PTA card if you are sent the links? Items are on Ebay
Funding request from Sarah Luff	Sarah has asked if FOSM are able to give any funds to the proposed shelter outside the year 3 workspaces. It was agreed by those present that we will put funds raised at the summer fair towards this proposal.	<ul style="list-style-type: none"> • Further funds from the existing ‘pot’ to be considered at the next meeting • Amanda is willing to look into the tesco grant funding once we achieve charity status, she will require official drawings of the space along with a well considered proposal. Jade to liaise with Sarah to get the necessary paperwork together
Any other business	<p>We discussed the need for another meeting soon, when more PTA members are available to confirm details for the fair</p> <p>There was discussion around the potential of having cross country league</p>	<ul style="list-style-type: none"> • Rebecca please send a whatsapp to arrange a meeting w/c 13th May • To be discussed at the next meeting

held at St Michael's again, with a chance to raise funds selling refreshments and also some ideas on improvement of the school field.

Thanks to everyone who came to the meeting, especially to Amanda for organising our charity registration and her ongoing support – and to our new joiner Caroline!