

 <p>KELSEY PRIMARY PTA THE WAY AHEAD</p> <p>Registered Charity 1031585</p> <p>Meeting: General Date: 11/11/2024 Location: Online</p>	MEETING	17	Parents and Teachers Association (PTA) MEETING NOTES		
	✓ Alex Irvine ✓ 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 Merili Freear Michelle Martin Morten Christiansen Nick Day Rachel Crowder ✗ APOLOGIES	Tom Gissing Shauni Coombes Stacey Nicholl Vic Bloomfield Kim Massey	Issued on: www.nkpta.com

No.	AREA	DESCRIPTION	RESPONSIBLE	DATE	STATUS
Introductions & General					
Financial					
2.7	Gift aid	Can be applied to events where donations are asked for. Look to implement ASAP	Ben & Morten	TBC	Ongoing
2.14	Receipts	All purchases need hardcopy receipt. All purchases via cards if possible. Card holders are Morten & Kristy.	All	-	Note
2.16	Easyfunding	Continues to thrive - Kristy and Ben to make promo vid for social media	-	-	Note
2.22	Accounts	Update at 11/11/24: Account balance is £5,987.44 £3,192.44 available to donate Reserve £1,550 £450 allocated to tea towel project	-	-	Note
PTA 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	Morten to complete. Kristy has done hers! Ben to upload Alex's to website. Risk assessment has been updated.	Ben	01/10/2024	Ongoing
Events / Ideas					
4.25	PTA bags	Design done. Look to source sustainable and ethical bags.	Lauren	TBC	Ongoing
4.45	Ideas	There are LOADS of ideas on PTA Area of our website. We're keen to try new stuff but need 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 Autumn	All	TBC	Outstanding
4.47	Events	PTA stall (cakes & coffee) at large external event. We've seen it done by others and think it could be a winner - need to find an event, suggestions: Brigg Poppy 10k - Faye to ask Grimsby 10k Caistor street market Charity football event - Morten to find details	Morten / Faye	ASAP	Outstanding
4.48	Events	Summer camp - lots of people up for this, add to events and see how many sign up. Could include wood craft, out door cinema... Ball / Casino night - may be one of the two this year... Quiz at the pub	Ben	TBC	Outstanding
4.50	Summer fair	Village are planning a 3 day event 13th - 15th June and have asked the school / PTA to join in. Great idea, PTA to keep in mind the summer fair is best earner. Ben & Kristy will attend their next planning meeting.	Ben & Kristy	24/09/2024	Outstanding
4.51	Tea Towels	Designs complete. Plan to buy 50 off EYFS - KS1 50 off KS2 50 off full school £3 cost (£450 outlay). Sale cost TBC. Lead time approx. 2 weeks, expected end November. Add to website	Ben & Kristy	15/11/2024	Outstanding
Christmas Wreath Class - Friday 29th November 6pm - 8pm					
	TENS	Applied and approved	-	-	Note
	Wreath	Food - Gem Booze - Ben Soft drinks - Gem	-	29/11/2024	Outstanding
	Wreath	Sort raffle prizes	Ben & Kristy	29/11/2024	Outstanding
	Wreath	Check equipment. We have 50+ rings. Arrange foliage gathering	Ben C	TBC	Outstanding
	Wreath	Check helpers including tutors	Ben C	15/11/2024	Outstanding
Christmas Fair - Sunday 15th December 10pm-12:30pm					
	C. Fair	Carol singing or bell ringing, check with Mrs Massey	Ben C	15/11/243	Outstanding
	C. Fair	Raffle tickets & teddies - send out request for teddies on FB	Kristy	15/11/243	Outstanding
	C. Fair	Water & wine Bottle game - collect 20 bottles of wine. Request empty wine bottles. Facebook	Kristy	-	Outstanding



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	C. Fair	Games & stalls list: Balance money on a lemon - find out how to play (KW) Sprout train - prizes Penny drop - prizes & check equipment Pick a snowman nose - (BC) Ho ho hole - make something to throw snowballs into (BC) Electric buzz game (KW) Teddy tombola - in loft, paint spinner Jar tombola - (KW) Lucky envelopes - check what prizes can be used for school (treats) - (KW) Fastest time to decorate Xmas tree - all stuff to do this in school Ben's trains (BC) Cookie & brownie stall - Gem & Michelle Grotto - Santa booked and will turn up for 10:30 start! Food - breakfast, Morten & Gemma Coffee shop: cakes & treats. Ask who can make cakes & treats to sell Sweet shop - Michelle buying PTA stall - merch with KW Guess the weight of cake	TBC	-	Outstanding
	C. Fair	Prizes for games	All	15/08/2024	Outstanding
	C. Fair	Advent box to be installed outside school.	Ben	18/11/2024	Outstanding
	C. Fair	Grotto presents - ask for ideas on group. Selection boxes? Ask supermarkets	Ben & Kristy	ASAP	Outstanding
	C. Fair	Website: Grotto tickets Advent raffle tickets External stalls	Ben & Kristy	-	ongoing
	C. Fair	Do school want anything for Christmas dinner, crackers etc - ask	Ben	18/11/2024	Outstanding
Correspondence & Communication					
5.5	Summer fair	PTA invited to village summer fair steering group meeting	Ben & Kristy	24/09/2024	Outstanding
Online shop					
6.6	100 club	20 or so left - OPERATION SELL OUT here we go!	-	-	Note
Grants, donations and sponsors					
7.9	General	We made over £3k last year. Are there parents / carers who have access to funding? This is our best revenue stream, lets push it!	Ben	NOW	ongoing
School projects & wish list					
8.8	Nature Area	Tesco money spent on new fence for pond including double gates. ongoing. Install by volunteers. Groundworks community grant review submitted to Tesco. Second set of gates for egress entry being manufactured, funding TBC. Tom has written an action plan which is now in force, more to follow	Ben	-	ongoing
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 & Morten	TBC	ongoing
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