



PTA Meeting Minutes

Tuesday 14th March 2023, 7.30pm, Slade Primary School Hall, The Slade, Tonbridge, Kent, TN9 1HR

In attendance:	
PTA Committee:	EH (Chair), CZ (Vice Chair) AD (Secretary), GM (co-secretary) AP (Treasurer), FH (Co-treasurer) Apologies received from: ER
PTA Members:	KS, JH, NH, NC, LP, TC, S Z-S, DM, KT, KD. Apologies received from: SG, BP

Welcome	The meeting chair, Eleanor Hoyle, welcomed everyone to the meeting.	
Agenda Item 1: Minutes of Previous Meeting	The Minutes of the Previous Meeting held Thursday 19th January 2023 were agreed and accepted.	Proposer: Eleanor Hoyle Seconder: Caroline Zuber
2: Calendar of Events	Easter Egg Hunt – 31 st March – ***Volunteers still needed*** Summer Fete – Saturday 24 th June	
3: Proposed use of PTA funds this year	New i-pads are needed for the children – cost of around £6K New laptops are needed for the children – cost of around £9K (£620 per laptop) It was agreed that the i-pads would be funded first, with funding for laptops to be agreed for September, if upcoming fundraising allows. School trips to be funded as usual – cost of around £3.5K.	
4: Fundraising so far this year	Around £6K has been raised in the first half of the academic year (Sept – Feb). Valentines Smarties raised £832 and is a simple activity to repeat next year. Easter Egg hunt is expected to raise £400/£500 after costs of the eggs. Around another £6-7K is expected to be raised this year. The bank balance is currently £22.8K. It was agreed that a float of one year’s average operating costs should be maintained to ensure the PTA’s year-on-year ability to fund	ACTION: EH, AP & FH to review average annual



	future items and events for the children – a float of around £20K.	operating costs prior to covid.
5: Easter Egg Hunt	Still short on volunteers – please join the PTA helpers’ group if you’re able to volunteer (details available from the committee)	Please join the PTA helpers’ group if you’re able to volunteer at the Easter Egg Hunt (details available from the committee)
6: KS1 film night – date TBD	Ticketed event with hot dog & popcorn. Needs to be a Wednesday due to school hall usage.	EH to source film-showing license
7. Sports day – 22 nd June	-To include: Refreshments, Raffle tickets for barrel of booze. Sale of pimms at afternoon session to be decided on - would require a temporary events license.	To be discussed at next meeting
8. DIY day/weekend – date TBD	Focus to be on repairing the outside tables Perspex in outdoor shelters & shed doors. Need to know tasks in advance to ensure volunteers can bring the correct tools/materials. Make use of parents trade accounts where needed to ensure discount prices on materials such as wood and Perspex.	Date TBD. KS to create a task list with caretaker – photos would be helpful
9. Summer Fete – Saturday 24 th June	<ul style="list-style-type: none"> • Refreshments – Lisa and Garth to supply horsebox bar • Refreshments stall – drinks & cake sale • BBQ – need to have more people. Have an ordering system. Move up to nearer drinks. Need to look for another BBQ. Buy gas in advance. Turn BBQs on earlier/have burgers ready to cope with demand. • Cream tea boxes – to be decided at next meeting • Candyfloss • Ice cream van – Alice’s ices. – LP to contact them as she has connections via previous Booze Box events • Reusable cups – design them to be more long lived than a coronation theme. Thermos cups to be considered for winter events. <p>Entertainment</p> <ul style="list-style-type: none"> • DJ (Matt) • Show ring: Choir/dance/gym/singing & signing choirs if possible. 	<p>LP to contact Alice’s Ices .</p> <p>EH & KD to contact parents who may be able to assist with reusable cup design.</p>



	<ul style="list-style-type: none"> • Silent disco – Vale road place that hires them out – LP to look up name of the company • Inflatables – have one for older children and one for younger children to ensure safety. Need more man power – year 6 volunteers? • WI style - “Best in category” competition - Coronation themed cake competition, best show vegetable or decorated vegetable/best handicraft etc. • Best dressed stall • Maypole dancing (tbc) • Fancy dress parade – best KS1/KS2 (tbc) <p>Stalls</p> <ul style="list-style-type: none"> • Second hand uniform stall, top tip to remove label. • Year group stalls – fete games in shed e.g.g the coconut shy have been sorted out. KS to speak to Yr 6 about what they want to do – yr 6 stalls or just help out on inflatables etc. <p>Raffles</p> <ul style="list-style-type: none"> • Booze barrow • Silent auction – prizes & auction of promises – organizing committee has drafted a letter to be circulated <p>Logistics</p> <ul style="list-style-type: none"> • Sum up – 4 machines, PTA stall, refreshments, BBQ, uniform. One will be needed at the end of the silent auction to collect in the bid money. • Power sockets needed on outside of Deacon house • Reusable Cups & Money Stamp cards – EH to source printers/get quotes 	<p>LP to look up name of Vale rd company .</p> <p>KS to speak to staff re potential for maypole dancing</p> <p>KS to speak to Yr 6 about stalls vs. helping on PTA led stalls</p> <p>Silent auction Letter to be circulated.</p> <p>EH to source printers/get quotes for reusable Cups & Money Stamp cards</p>
AOB	<p>Discussion of whether last day of yr 6 could be a non-uniform day to assist with uniform donation – agreed they like to wear their uniform on last day but extra buckets to be placed to collect jumpers, PE kit etc.</p> <p>A larger shed/further storage is needed for pre-loved uniform</p>	<p>Extra plastic bins to be put out to collect jumpers, PE kit etc on last day of school for yr 6s.</p> <p>EH to consider options</p> <p>Expenses platform to be</p>



	<p>Expenses platform e.g. Expensify/Rydoo/Dext – to be discussed at next meeting.</p> <p>Further consideration to be given to how class money can be easily & appropriately made available to staff to purchase classroom resources – previous system of claiming expenses via the office has not worked.</p>	discussed at next meeting
Date and Time of next meeting:	<p>TBA – ideally a day time meeting, possibly on the school field, to allow those to attend who cannot attend evening meetings.</p> <p>Subsequent evening meetings will rotate days</p>	