



**Pimperne Primary School PTA meeting
Monday 12th September 2022
Meeting held at The Anvil**

Attendees: Jonathan Bowell (Chairman) - **JB**, Carole Brannigan - **CB**, Chloe Coward – **CC**, Linzi White (Secretary) – **LW**, Sophie Tatham – **ST**, Amanda Dallison (Treasurer) – **AD**

Apologies: Sharon Parker - **SP**, Emma Lane - **EL**, Louise Pearce – **LP**, Fiona Waller – **FW**, Sarah Cloke **SC**, Diz - **DF**, Emily Vernon – **EV**

Review of previous minutes:

- Previous minutes were reviewed and closed out
- **Post meeting note:** *It is requested that everyone has read the previous meeting minutes before the meeting and therefore can propose acceptance of the minutes and get a second on this and close the previous minutes.*

Rolling minutes to note:

- **Change of chair at next AGM – 10th October**
- Ice lollies – No uniform sales
- Tuck shops in calendar and have been published on Facebook
- Ice lollies - don't add uniform
- **Action: AD to run uniform stock take every term** – publish items and sizing, including shoes – purchases to be collected from Reception – facebook to be utilised to advertise
- **Action: LW to add PTA meeting dates to the calendar then send to office to publish**
- **Action: EL Add to Facebook page to files section?**
- **Action: LW to add to Teams site**
- **Action: FW to confirm village hall access for WCs during fireworks and to facilitate Bingo**
- **Action: Add a Parent's night to calendar - need dates for evenings** – to be discussed in AOB

Outstanding actions:

- **School requested info –**

Action: LW to get newsletter dates from office – To be included in weekly dates need updates in by Thursday pm **LW to send reminder of upcoming meeting**

Action: Diz to share license renewal dates with **LW**

Action: JB / LW to arrange SOP with AD and Diz

- **Sandwich board - JB to review**

Minutes

Propose: Sophie Tatham

Second: Amanda Dallison

Review of accounts:

Balance £14,593

£10k in savings - interest earned £3.37 in last year

£4,593 in current account

£307.73 to be deducted off the total - awaiting invoice from The Anvil for the Sports day BBQ

£14,286 remaining

Nb, Lottery made £1280.80 of the above

Currently with HSBC - may look to move account to a free account

Bank charges £43 per year

Action: AD to review options to move account

Treasurer:

Treasurer (Diz) can't be replaced until the bank have a copy of the last meeting stating his resignation

Diz - the PTA have in our possession a message from the previous Treasurer expressing his resignation - a formal letter will be requested for submission to the bank to request a change of Treasurer

Post Meeting Note: the bank have added Amanda Dallison to the account but cannot remove Diz until they have proof of resignation. LW shared the AGM minutes with the group.

Laptops:

Cost - £12,695

School is asking for 20 number laptops

Ex VAT price irrelevant as school can't claim VAT back

£8,463 for 20 laptops

75 laptops to be checked and refurbished

Action: Not assigned – find out where can accommodate the refurbishment and cost

All classes have 28-30 children

£423 per laptop

£1,591 remaining in account once laptops purchased

PTA funded activities / items –

Tier 1, 2 and 3

Tier 1

£200 book bags

Ties £325

Leavers' books £240 - LATER IN YEAR

Need to account for licenses -

- Lottery licence
- Performing arts license
- Insurance
- Film license
- Alcohol licence

Tier 2

£150 per class £1,050 for class funds – ST advised that it is up to the PTA how to issue this – in lump sum or instalments but instalments does restrict spends per term to £50 – if an event was over this value, the teacher would have to wait until the next term to plan the resource / event

Annual cost donated from £1,815

£224 delta

Tier 3

Other events that the PTA can fund - requires funding after standard expenses -

- Panto
- First Aid
- Circus day

Chair proposes:

20 no. laptop - school to confirm price

Normal Tier 1 donations

Book bags

Ties

Leavers' books

School class fund

+ admin costs licenses

+ some Tier 2 activities

(School to look into cheaper ties)

Review Calendar:**Action: LW to add PTA Meetings to calendar**

2nd Monday of each month - October 10th AGM - clears 21 day notice period - to be held at the school

1 extra one the week before the fireworks

w/c 17th half term sub meeting - target Thursday 20th TBC

Parent's night out - TBA

Fireworks:

CC and AD on Fireworks committee
Deposit to be paid this month from sponsorship
100% of money is coming from sponsorship
ND Motors and Riverside Taxis to fund fireworks
CC and Amanda to chase up other companies to provide sponsorship for other items
Tickets to be created
Fireworks to be advertised in September - needs to mention sponsors
Flyers and posters and Blackmore Vale
Forum Focus - deadline could be now?

Emma Watts to do poster? Speak to Emma Lane

Action: EL to contact EW re: poster

Feedback from last time - last poster was too dark - need a lighter background to enable text to be read from passing cars etc

Need timings – **Action: CC to reference previous timings** – 6pm opening 7:15pm fireworks

Need location for ticket sales – **Action: CC / AD to review**

Plan is to serve HOT food

Lights – **Action: CB will ask Bob re: floodlights**

Do we need food hygiene certs for PTA?

Post meeting note: It is not a legal requirement to hold a food hygiene certificate to serve food

Karl - BBQ ? **Action: AD / CC to speak to Karl**

Barriers for fireworks are the school's and are behind the tennis courts

Car parking considerations

Alcohol licence if required - beer and wine? DECISION TO BE MADE

Check Teams for Fireworks SOP

Lessons learned to be discussed at next meeting

Pricing:

In advance:

£6 adult

£3 child

£15 2+2 Family ticket

On gate – CASH ONLY:

£8 Adult

£4 Child

£20 Family

Advertising:

Advertising boards were printed by estate agent last time

Need to plan location of boards on the bypass – **Action: Not assigned**

Action: CC / AD to contact label and advertising companies

Amberley labels of Blandford - made labels A3 for flower beds

A1, A2 and A3 plus flyers for book bags etc

See what Amberley can provide

Contact Costello lettings

Tickets through parentmail

Social media - to be added to village group – **Action: CC /AD**

Flyers and smaller posters at later date
Tickets ready for sales by end September
Tickets were done on camp

Action: AD to speak to cheap Dorset printing
Section on school website

Action: LW to add CC to PTA Whatsapp group

Action: Look into wireless payment system – DISMISSED FOR LATER DATE

AGM:

Committee resigning and new committee coming in
Nominations required for a new committee
Any motions that need voting on by full membership
NOTICE OF AGM 10TH OCTOBER by 19th September - deadline for notice of AGM motions
Nominations open until evening of the AGM

Action: JB to save copy of the constitution on Teams and on charity commission on website

AGM to be held at the school – 7:30PM start

Action: Not assigned – secure space at school and advertise location to parents

Action: LW to issue agenda

AOB:

Tesco Tokens -

Action: EL to put Tesco tokens reminder on facebook

Action: EL to push school lottery on facebook

Action: ST Flyer for open event - Schools lottery, quidco, Amazon Smile and Easy Fundraising

Movie night:

Need volunteers

Action: EL Emma Lane to advertise and own?

Lady and the Tramp - DVD and Happy Feet - DVD - Sophie has

Action: AD B&M popcorn if not Morrisons

Bags for popcorn or cups in cupboard if required

Or buy pre-made bags

No added sugar fruit shoots

6 ADULTS KS1 and 6 ADULTS KS2 = 12 volunteers

Pick up from back of hall and go through hall and go through front

Meeting closed at 22:27