



Disley School Association (PTA)

Date- Friday 27th Jan 2023

Time- 3.30pm

Location- Disley Primary
School

Facilitator:	Laura Weston	Note taker:	Gilly Cunningham
Attendees:	Laura Weston (Chair), Gilly Cunningham (Vice Chair), Penny Robinson (Chair of Governors), Jake Nicklin (Headteacher), Nicky Broome (Staff), Jan Robinson (Staff), Rebecca Adamson (Deputy Head), Rebecca Kemp (Staff), Zoe Lofthouse (Committee), Louise Dandy (Committee) Harriet Bradley (Parent)		
Apologies	Nicola Wilson (Secretary), Charlotte Williamson (Committee), Chole Kannenberg (Committee), Tain Kannenberg (Committee) James Taylor (Committee), Phil Lowton (Committee), Sarah Groves (Committee), Vicky Bates (Outgoing treasurer), Elsa Faria (Committee), Jemma Duckett (Treasurer) Abbey (Committee)		

Minutes

Agenda item: Planned Events

Discussion: Mother's Day and Father's Day 'Secret Santa' in school – Tain has made a large number of items to gift to mums/ carers along with other items. The secret gift room at the Christmas Fair is a huge hit with the children and is great for children to be able to buy something for their grown-ups, especially for those with single parents. This will not be a money-making event.

To host more events that involve the whole community and to see if local clubs and societies want to be involved with the primary school being the heart of the community.

Conclusions: All in agreement that this is a great idea – School have agreed to hold in the school hall and for prefects to assist.

Mother's Day – Friday 17th March PM, (in School)

Fathers Day Monday 12th June (Due to Menai trip – In school)

Other Event Dates Set

PJ Day in exchange for Egg Donation - (No cakes due to feedback) - 24th March

Easter Fair – 31st March from 3.20pm - School Hall and playground (weather dependent)

Disco – 30th June until 8pm

Summer Fair – 15th July 12pm-3pm

Action items	Person responsible	Deadline
✓ Committee to plan and coordinate events via further meetings and / or WhatsApp group	Laura Weston	At least 3 weeks before each event
✓ Investigate the possibility of silent disco	Louise Dandy	
✓ Chase / investigate the deposit paid to Happy Circus Pre Covid	Laura Weston	

Agenda item: Children involvement in PTA

Discussion: PTA would like to encourage the children to be more involved in decision making on what the money raised is spent on and how we can raise the funds

Conclusions: School are more than happy to involve the student Parliament and Yr 6 prefects in helping.

Action items	Person responsible	Deadline
✓ Liase with JN and RA and come into school to discuss Laura Weston with the pupils	Laura Weston	Before Easter

Agenda item: Communications

Discussion: PTA mainly communicate via the Facebook group and we are acutely aware that we are missing a large population of the school. Asked if there was any capacity for a member of the PTA committee to be able to post on DOJO / Tapestry without having to ask the admin staff to do this.

Conclusions: School are trying to reduce the number of items posted on DOJO / Tapestry – PTA can have a corner of the Friday newsletter and the ability to update the PTA page on the school website where we will be able to upload any meeting minutes, agendas and news stories.

Action items	Person responsible	Deadline
✓ Contact the Trust's IT team to enable the PTA to update the PTA page on the school website	Jake Nickin	Before the end of Spring term 1
✓ Liase with the Office team at school to coordinate newsletter updates	Chloe Kannenberg	Before the end of Spring term 1

Agenda item: Funding Requests

Discussion: In the past funding requests from school have been informal. In a bid to tighten up procedures a funding request form has been developed which the committee has agreed needs to be completed before any funds can be released to school. The form was distributed and discussed.

Discussions held over what the PTA can and will fund – Enrichment for all/most pupils that cannot be funded through normal school budgets – Agreed that PTA cannot fund any additional staff

Conclusions: All agreed it was good system – The form will be available to all to submit in agreement with the senior leadership team at school Once submitted, the requests will be discussed at the next committee meeting or via the Committee group chat on WhatsApp, with an aim for a decision to be made within a week of submission. From this moment forward, all requested for PTA funds must be submitted to the PTA email address ptadisley@gmail.com

Action items	Person responsible	Deadline
✓ Update the form to include a section for SLT approval and send to school	Gilly Cunningham	3 rd Feb 23

Agenda item: Finance – Banking – Treasurer’s Report

Discussion: Recent change to treasurer – Many thanks to Vicky for continuing the role after her children had left school – New Treasurer is Jemma Duckett who is a little unsure of work involved in the role – Need to change the signatures on the bank mandate. Issues with ordering float’s from the bank and the safety of carrying £1000 in change (and weight).

Treasurer’s report – Unsure if the Audio books have been paid for (Not showing on bank) – School confirm they have not yet been purchased – Some issues with money coming in and out for the school discos – Unable to report

Conclusions: Remove Moheeni Wright and Vicky Bates from the signatories and add Carol Stone and Jemma Duckett.

All Monies raised via Parent pay to be transferred to PTA bank. Committee are looking into alterative payment methods (Such as Sum up car readers, PTA events, and other PTA apps and platforms, as well as the possibility for token payments instead of cash)

£1000 change float to be kept in the school safe at all times – Money box to be bought to hold this – with a code not a key.

Action items	Person responsible	Deadline
✓ To work with new treasurer to ensure she is comfortable in the role	Laura Weston	Before the end of Spring 1 term
✓ Change the signatures in the bank mandate	Jemma Duckett & Vicky Bates	Before Easter
✓ Buy a large cash box to hold £1000 change float	Jemma Duckett & Laura Weston	Before the Easter Fair

Agenda item: Other Matters

Discussion: Lock to the PTA store needs to be fixed – Stu Weston can do but only during the day – Not DBS Checked

PTA store is always a mess after events in the need to get away after busy and tiring events – Laura has offered her brother who loves to organize and will come to school to tidy at the same time as the lock being fixed.

Conclusions: JN Okayed for Stu and Tom to be in school to fix so long as Laura (or other DBS checked committee member) is with him (Due to Safeguarding rules)

Action items	Person responsible	Deadline
✓ Lock to be fixed on PTA store	Laura Weston	ASAP
✓ Tidy PTA store	Committee (Tom Kannenberg)	ASAP

The next PTA meeting will take place on Wednesday 15th February at 6.15pm in the school hall – If childcare is an issue, children are welcome to attend.