



# Disley School Association (PTA)

Date- 15 Feb 23

Time- 6.15pm

Location- Disley Primary  
School

<b>Facilitator:</b>	Laura Weston	<b>Note taker:</b>	Gilly Cunningham
<b>Attendees:</b>	Laura Weston, Gilly Cunningham, Jake Nicklin, Jemma Duckett, Rebecca Adamson, Tain Kannenberg, Else Faria Harriet Bradley, Liliana Powell.		
<b>Apologies</b>	Zoe Lofthouse, Louise Dandy Nicola Wilson Charlotte Williamson Chole Kannenberg, James Taylor, Phil Lowton		

## *Minutes*

**Agenda item:** Minutes and Matters Arising

**Discussion:** Agreed the minutes were a true reflection – All agreed they could be found easily and widely distributed to the school community. Laura is now unavailable for the 15<sup>th</sup> July to host the Summer fair – No one else is willing to take the lead so the date needs to be changed. Happy circus have a backlog of enquires and will be getting back to Laura when they can regarding the deposit.

### **Conclusions:**

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Change date of Summer Fair	Laura / Jake	ASAP
✓ Chase Website log in	Jake	ASAP
✓ Continue to liaise with school about involving the pupils in decision making for money	Laura / Jake	ASAP

**Agenda item:** Hot Chocolate Friday – 17<sup>th</sup> Feb

**Discussion:** Much discussion on the WhatsApp group about how to make the none instant hot chocolate – Gilly has this in hand. Possibility to have a card payment machine – Investigate – Wifi systems at school will be updated soon. Run on a donation basis – No need to have a float.

### **Conclusions:**

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Complete a risk assessment	Laura	ASAP
✓ Buy necessary supplies	Gilly	17 <sup>th</sup> Feb
✓ Investigate card payment	Gilly / Jemma	ASAP

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**Agenda item:** Mothers Day Event

**Discussion:** Event to be held during the school day in the Hall with stations for picking a gift, wrapping it and to write a card/tag. The event is not being run to raise funds (Cover costs) – Kids love the secret santa at Christmas. Will run as 1 class at a time – Prefects to help – Also ask Brenda as its her thing at the Christmas fair. Help on the day will be Laura, Chole, Jemma and Liliana. Tain showed everyone an example of what she has made – All agreed they are fabulous

**Conclusions:**

Action items	Person responsible	Deadline
✓ DBS checks to be completed	Liliana & Jemma	ASAP
✓ Ensure enough stock / wrap / tags	Laura	ASAP

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**Agenda item:** Easter Fair – 31<sup>st</sup> March – 60-90mins after school.

**Discussion:** General discussions on what everyone would like to see at the fair – Competition Bonnet / Egg – Decorate an egg, Petting Animals, Sell daffodils, Decorate a biscuit / egg, Easter photo booth, Guess the name (giant teddy), Egg hunt – Forest school, around the village, Face painter

**Conclusions:**

Action items	Person responsible	Deadline
✓ Create entry forms for competition	Laura / Chole	10 March
✓ Check with Parent who runs an Animal Companion company	Laura	ASAP
✓ Check with parent who is a photographer if available	Gilly	ASAP

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**Agenda item:** Funding procedures.

**Discussion:** Funding request form – teething issues. Big change from the ad hoc request from previous leadership at school. Need for a more formalised request. Questions raised from school about the level of information requested by the PTA and to trust the professional judgment of school. Need for more of a parent voice into what the money is spent on – Explained the need to benefit most / all children in school and cannot be for a minority group (e.g. SEN / Year group). Issues in the past from parents when PTA funded the school website. Confusion over school budgets. This is through the school improvement plan and money is allocated into specific pots. Suggestion to allocate a percentage of the money raised each year to school to spend how they wish without coming to PTA filling in a form, another percentage to go out to parental consultation, some to PTA for fundraising / fun and the need for a reserve. Committee to further discuss. Questions raised about the much needed improvements to the playground. There are issues around securing the site before any improvement work can take place and Health and safety issues are causing setbacks. £10K has been left to school from the family of the former chair of governors who has recently passed away. JN is putting together a business case to secure the trim trail area. Wholly agreed that the playground needs brightening up. School would like more visits from outside agencies with fun elements e.g. Virtual reality demos, science experiments

etc. There is no visibility to the parents where the money is spent – PTA will rectify this. Need for an outdoor weatherproof board. Links to parents for different focus weeks – Jobs week – Careers fair.

**Conclusions:**

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Further discussions into possibly of allocating a percentage of money raised to different pots.	PTA committee	Easter
✓ Research positions, size and location of PTA information board.	Laura Weston	Easter
✓ Research summer term workshops and request funds	Jake Nicklin	Easter

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**Agenda item:** Any Other Business

**Discussion:** Future fundraising ideas – Matchbox comp, Summer Disco

**Conclusions:** Further discussions needed.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ None		