

Porthleven Primary School – Initial PTA Meeting - Minutes
Thursday 19th November 2020 – 8pm via Zoom

Attendees

- Parents: Kay Stevens, Hollie Shannon, Amy Claridge, Vicky Browning and Mel Benyon
- Teachers: Louise Figgins and Louise Trounson

Purpose

- To formally set up the new PTA
- To agree Christmas spend
- To plan future activities
- To plan future fundraising

PTA Committee

- It was agreed by the group that the committee members would be as follows:
 - Chair: Kay Stevens
 - Deputy Chair: Vacant
 - Treasurer: Hollie Shannon
 - Secretary: Amy Claridge
 - Teacher Representative: Louise Figgins
- The PTA would welcome the involvement of more parents/carers. Please do get in touch, so we can work together to make our great school even more wonderful!

Christmas Spend

- It was agreed that PTA funds would be used to buy the following Christmas gifts for the children:
 - Nursery and KS1 – all children will receive a book
 - KS2 – all children will receive a stationery pack
- Having started in September 2020 with £885.34, £176.91 has been spent on the Christmas Gifts for all 221 children.
- It was also agreed that each of the nine classes in school would be allocated a £50 fund to spend. Teachers will collect ideas from their class and let the PTA know.

Future Activities

- The group talked about the following potential future activities which the PTA could support with:
 - Professional/Parent talks in school to help the children understand the range of different jobs or volunteering roles which people do
 - Buying tea towels for the children to design, which could then be bought as gifts by parents/carers – please see order form going home next week!

- Green agenda – walking bus, walk to school day, promoting recycling, non-idling engines outside school. Mrs Figgins and Mel Benyon are going to work up some ideas to fit into the work Y3 and Y4 are already doing
- Handy log-in sheet for new starters – listing all the different system children need to use, with the relevant passwords. Mrs Figgins will lead on this.
- First Aid training for the children (relevant to their age group). Mrs Trounson will look into this.
- The PTA will have a page on the school's website
- The school's website is currently being updated and the PTA will act as a sounding board to help ensure the information is useful for all parents/carers

Future Fundraising

- The group talked about the following potential ways to raise funds for the PTA and school:
 - Donations via ParentPay
 - Easy Fundraising via PTA UK – the PTA will pay an annual membership for PTA UK, which will provide insurance and other advice and guidance to ensure the PTA is run well. Amy Claridge will sign the PTA up to PTA UK.
 - RCAF Culdrose – Mrs Figgins will look into this
 - Funding via the Lottery – Mrs Trounson will look into this
 - Approaching local banks and supermarkets who often have funds for local groups
 - Getting donations from local businesses for raffles etc
 - Fun run or sponsored walk
- Holly Shannon will set up a PTA bank account with a bank in Helston. Currently some banks are not setting up new accounts due to Covid restrictions and staff shortages.
 - Updates on fundraising and spend will be on the PTA webpage
- The group talked about items the school would like the PTA to fundraise towards:
 - Nursery play equipment
 - More friendship benches
 - 'Wishlists' from the school and classes
 - Posts on the school and PTA Facebook pages to ask parents/carers for ideas

Next Steps

- For the foreseeable future, meetings will be held on Zoom. They will be advertised in the school newsletter and on the PTA Facebook page. All welcome!! The next date is TBC.