



**MINUTES**  
**Leverstock Green Church of England School**  
**Parent Teachers' Association meeting**  
**11<sup>th</sup> January 2023 7pm**  
**Venue: Leverstock Green CofE Primary School**

	Subject Matter	Owner
1	<p><b>Attendees:</b> Mrs Burgess (VB), Vicky Mayne (VM), Donna Mathew (DM), Natalie Stanbridge (NS), Emma Slater (ES), Angela Blandford (AB).</p> <p><b>Apologies:</b> Helen Terry (HT), Natasha Munday (NM), Lindsay Curtis (LC), Alison Hammond (AH), Tracy Clark (TC), Perry Bhatarah (PB), Louise Tavers (LT).</p> <p><b>Actions:</b> Angela Blandford (AB).</p>	AB
2	<p><b>Welcome</b></p> <p>VM opened the meeting by welcoming all.</p>	VM
3	<p><b>Minutes of last meeting</b></p> <p>The minutes from the last meeting held on 2<sup>nd</sup> November 2022 were reviewed post meeting and confirmed for accuracy.</p>	VM
4	<p><b>Treasurer's Report</b></p> <p>PB was not present. The accounts are to be circulated by PB by email for review ahead of next meeting.</p>	PB
5	<p><b>Current Reserves &amp; Spending Wishes</b></p> <p>VM shared that the PTA bank account currently has approx £4500-£5000 from events held. VB confirmed the school now has lots of Forest School equipment but would like to train more staff to become Forest School teachers. VB to investigate training and costs.</p> <p>VB confirms flag and pole have been identified and next steps are purchase and installation.</p> <p>A weather station is on the school wishlist however VB will seek technical guidance before making any decisions.</p>	<p>VM &amp; VB</p> <p>VB</p> <p>VB</p>

	Hazard Alley for year 5 – funds available and VB confirms it needs to be booked once available.	VB
	Dash Robots – School has a small number of these robots but would like to purchase more for KS2 pupils. Will benefit all children as they journey through school. Cost £1110.	VB
	VB shared that Mrs Sentance would like to get more musical instruments for the school. Looking at approx. £650 spend. Priority for instruments over weather station.	VB
6	<p><b>Review of Activities</b></p> <p><b>Fireworks</b> raised approx. £250.</p> <p><b>Christmas Cards</b> - feedback generally positive this year and AH confirmed it was easier to manage. Unsure on funds raised as cheque not yet received from supplier. VM to chase.</p> <p><b>Christmas Bazaar</b> – a huge success this year, raised approx. £1900.</p> <p>Lessons learnt:</p> <ul style="list-style-type: none"> <li>• Queue time for the Grotto was up to 45 mins. Activities along side the queue helped but it may be worth booking slots next time to stagger the queues.</li> <li>• Class Christmas trees with photo baubles to be further away from Santa as it caused a backlog with children wanting to see themselves.</li> <li>• Suggestion to open the Grotto the following day for SEN families in future.</li> <li>• List of equipment suggested by Leanne Stubbings that we should purchase/acquire in future – in PTA WhatsApp chat. AB to collate list and circulate for planning.</li> <li>• School PAT testing booked for 13<sup>th</sup> April. Diary note made to ensure all PTA electrical equipment is in school before Easter to ensure inclusion in testing for 2023.</li> <li>• Paper used on windows to black out Grotto kept falling down, need to invest in something more durable. AB to investigate black out blind options. PTA to invest in Command hooks to stick to window frames to hold up décor.</li> <li>• Lanyards to be worn by all PTA members, volunteers and stall holders at events to identify eligibility for free refreshments.</li> </ul> <p><b>Panto</b> – profit made on Panto 2022, a successful event. Date for 2023 booked and 100 tickets reserved on a sale or return basis.</p>	<p>VM</p> <p>AB</p> <p>VM/AB</p> <p>AB</p> <p>VB</p> <p>VB</p>
	<p><b>School Uniform</b></p> <p>Issues previously noted with new uniform supplies from Peter Spivey. School sent a survey out but it had a poor response rate. VB has discussed with supplier and they commit to discussing fabric colour with their manufacturer to get a better match with previous green. Issues with stitching/embroidery – Peter Spivey will replace if items are faulty. Peter Spivey need to improve on availability of sizing options – some have been unobtainable for months.</p>	VB
7	<p><b>Planned Events for 2023</b></p> <p><b>Film Night</b> – Film night planned for 3rd February, 5.30pm – 7.30pm. Doors open at 5.15pm, film starts at 5.30pm. Entry cost £5 per child – includes a drink and snack.</p>	VB

	<p>Children can bring their own snacks if they wish (no nuts). Open to Years 1-6 but Reception children can come if they have an older sibling in the school and are able to sit through a film.</p> <p><b>2nd Hand Uniform Sale</b> – Uniform sale on 7th &amp; 9th February at parent consultation sessions. Feedback from last event – uniform on hanging rails made it easier to view. Signage needed to show location of clothing rails. Need to acquire another hanging rack and hangers to expand. AB has hangers PTA can have. More plastic boxes for storage needed. ES to try to source. DM running events.</p> <p><b>Non-Uniform Day</b> – Planned for 10th Feb.</p> <p><b>Mother's Day Sale</b> – Booked for 9<sup>th</sup> March. Pre-orders available in advance with collection from separate table on the day. Need to order stock.</p> <p><b>Cake Sale</b> – Planned for 17<sup>th</sup> March after school in the main hall. AB running event.</p> <p><b>Table Top Sale</b> – Planned for 25<sup>th</sup> March, 1-3pm. Run refreshments at event.</p> <p><b>Easter Egg Hunt</b> – Planned for 31<sup>st</sup> March at 1.30pm at school close.</p> <p><b>Summer Fair</b> – Planned for 17<sup>th</sup> June. Need to purchase new gas BBQ in advance.</p> <p><b>Suggested Events for 2023</b></p> <p><b>Bingo Night</b> – NM volunteered to run event. Need to plan and set date between Easter &amp; Summer Fair.</p> <p><b>Car Boot Sale</b> – Gauge interest at tabletop sale for future car boot sale.</p>	<p>DM AB/ES</p> <p>VM</p> <p>VM</p> <p>AB</p> <p></p> <p></p> <p>VM/AB</p> <p></p> <p>NM</p> <p>VM</p>
8	<p><b>AOB</b></p> <p><b>Risk Assessments</b></p> <p>Need to review current risk assessments and create template document for repeat events in future. VM/AB to discuss further.</p>	<p>VM/AB</p>
	<p><b>DATE OF NEXT MEETING</b></p> <p>22<sup>nd</sup> February 2023.</p>	<p>VM</p>