

# TWO RIVERS PTA MEETING MINUTES

Location: Watsapp Call

Date: 20/02/24

Time: 20:00

Facilitator: Jordan

**NEXT MEETING:**  
**5<sup>th</sup> March tbc**

## Minutes

Attendees: Katie: secretary Jordan: Chair, Sarah: Treasurer, Amy, Andy, Dawn, Melissa, Mr Filer: Head teacher

Apologies: Maya & Chloe

### 1. Author visit:

On 7<sup>th</sup> March World Book Day, an author, Tessa, will visit the school. A deposit has been paid by school, **remaining balance from £650 will be covered by the PTA**. Tessa will be book signing in the hall, potential for selling **tea and coffee** if we would like.

Monday 12-15<sup>th</sup> March the school will host a scholastic book fair after school for 1 hour in the hall, **volunteers needed**, particularly for the Monday. Potential avenue for **tea and coffee** sales.

### 2. Easter bonnet event:

Sarah: happy to redo easter bonnet even from last year a parade around the school grounds. Not a lot of availability, needs **volunteers**.

Jordan: Happy to arrange **raffle**, will discuss with Tesco, also not much availability

Mr Filer: **Thursday 28<sup>th</sup> fancy dress end of term, 1:30 -3pm invite parents** in for Easter fun, needs to be more than just a parade.

Andy: previous years **£1 to join in the parade** fun, children bring in bonnets made at home. Competitions can lead to disgruntled people, so better to have a raffle.

Katie: **Sponsored hop**, either to do at home and bring in sponsorship money or to do at the event, set up a small course for children to hop round, or a set distance. A small prize on completion.

A **trail** rather than egg hunt could be a good option, someone from the PTA chat had volunteered to take on organising that inspired by a trail from another town.

Egg and spoon race

Jordan: We will have a meeting within 2 weeks to report back

### 3. Summer Festival:

Mr Filer: confirmation of date **20<sup>th</sup> July**. Will investigate who might like to be involved locally, linking to hygge park resident associate, Wellsway school year 11 band, rock band.

Katie: looking at relying on charging outside companies to come in rather than trying to run everything ourselves, as we have limited volunteers. We can discuss it closer to the time as we have other events before to consider. Will ask for interested **volunteers** and make a watsapp chat to discuss plans.

Melissa: has made contact with an inflatable company who will charge children and give us a cut

### 4. DBS volunteers and parental review of finances

Jordan: We don't have a list on file; known names are Ellie, Tia Melissa

Mr Filer: Lisa can help with this

Andy: can add his to school's file

Katie & Sarah: happy to be put forward, will follow up with Lisa

### 5. Website and parent communication

Katie: Some issues from Diani in the past about sending info to parents

Mr Filer: can have a standing spot on the fortnightly newsletter with link to a Facebook Page if we want, in WORD format. And a section for minutes on the school website. Needs to be sent in PDF format to Mr Filer.

### 6. Resignation of secretary and appointment:

Jordan: Self nomination from Katie, no other nominations.

Unanimous vote in for **Katie as secretary**

### 7. Future events: sport day

Mr Filer: location not formalised, either at Two Rivers, or Wellsway. Additional support from their sport leads/coaches. **21<sup>st</sup>** is a solid date. Parents will be invited.

### 8. AOB

Mr Filer: Creative arts week **18<sup>th</sup>-22<sup>nd</sup> March**. Consisting of poetry, art, creative writing a festival on **Friday 22<sup>nd</sup>** 1-3 for parents to attend. Need **volunteer** judges.

Sarah: Bank account is almost live.

Mr Filer: School to pay into PTA account in the event of cash payments at book fair

Sarah: Well done to Melissa on the success of the Disco

Dawn: Concerns around traffic management and the future of the growing school, happy to volunteer to help

Mr Filer: In response to Dawn- in communication with Banes and local residents at possible solutions, long term potential of a park and stride but locations are challenging. Waitrose car park doesn't have a safe crossing, but potential to petition to Banes for this.

<b>Action Items</b>	<b>Owner(s)</b>	<b>Deadline</b>	<b>Status</b>
DBS to Lisa Batchelor	Sarah, Andy, Katie,	2 Weeks	In progress
Organise raffle with Tesco and tickets	Jordan	2 Weeks	In progress
Volunteer requests to PTA chat	Katie	2 Weeks	Completed
Pay balance for author visit	Sarah	ASAP	In progress
Update on bank account once live	Sarah	Once live	In progress
PDF of meeting minutes to go on the school website	Katie	Ongoing	In progress
Confirm location of sports day	Mr Filer	Once decided	In progress
Contact Banes about concerns around traffic	All concerned parents	ASAP	In progress
Decision on tea & coffee at 2 events	Jordan	2 weeks	In progress
Confirm details on local involvement in summer festival	Mr Filer	End of term	In progress
Confirm details of scale of easter event	Sarah	2 weeks	In progress