



**Coryton Primary School PTA
PTA Meeting
4th November 2021
Held via Zoom at 8:00pm**

1. Welcome and Apologies

Present: Amy Rowlands (AR); Gareth James (GJ); Kat Williams (KW); Lisa Rees (LR); David Gallacher (DG); Laura Howard (LH); Emma Howells (EH)

Apologies: Claire Malik (CM); Wendy Jennings (WJ)

2. Accounts

Cash and bank balance

Balance as at: 13 July 2021	7,871.75
Barbie clothes sales	150.70
Year 6 autograph books & pizzas	(137.73)
Lottery licence	(20.00)
Amazon Smile	37.70
Donation to Coryton Primary School – outdoor shed	(1,564.17)
Parentkind membership	(116.00)
Balance @ 4 November 2021	6,222.25

Unpresented Funds	
Chambers pumpkin sponsorship	300.00
Pumpkin costs	(336.00)
Available Funds at 4 November 2021	6,186.25

3. Halloween Debrief

It was lovely to have the pumpkins again this year. GJ has sent a photo to AR.

KW provided feedback regarding the size of the pumpkins. As they were large and not hollowed out, the junior children who walk home from school on their own were struggling to carry them. GJ said that this is something which can be addressed next year, potentially by the junior children hollowing them out in school and the pumpkins being used in cooking by the catering staff.



4. Spending Update

Health and safety officer are currently liaising with the company who provided a quotation to renovate the foundation phase outside space due to COVID restrictions. They have agreed that a deposit of 60% can be paid to secure the work with the remaining payments staggered over a period of time. No payment is needed at this time.

Action Point: GJ update when deposit is required

5. Rags 2 Riches

Rags 2 Riches dates for the year: 08/11/21; 18/03/22; 10/06/22.

They're not sending bags or flyers out anymore. EH asked for a reminder of what can go into the bags. KW sent a digital copy to GJ to be sent out on Seesaw. KW to add to social media.

Action Points: GJ – post graphic to Seesaw; KW – post graphic to social media

6. Christmas

AR will approach Max to have first refusal as Santa this year. GJ suggested asking him if he has any requirements to make him feel safer re: COVID. Agreed we need to book early this year to mitigate the risk of children missing out due to COVID cases rising. Date suggested 3rd December (same day as flu spray). Decorating the outdoor classroom would need to happen on Wed 1st December.

GJ needs to send class lists, including dairy free requirements, to AR so she can arrange selection boxes; GJ will email New Directions to ask for a donation. We will need volunteers for wrapping, AR will post in the WhatsApp group. We will also do Santa letters again this year – EH and KW. KW will send the template to GJ. We need the letters back on Santa day to give EH and KW time to write the replies. Post in the post-box in class bundles with a class list. GJ to ask teachers to 'decipher' any tricky handwriting.

We will run the rainbow raffle again this year. AH will update the poster to send to GJ, reminding parent/carers that they can wrap items in the relevant colour too. Raffle draw can be the last week of term, agreed Wed 15th. Need raffle donations by Friday 10th December so photos can be sent out. Money and tickets need to be returned by Monday 13th.

Raffle ticket printing takes two weeks. Therefore, we need raffle donations for higher-value prizes next week.

Action Points: GJ – Send class lists to AR, email New Directions; AR – Organise selection boxes, post wrapping request in WhatsApp, update rainbow poster; KW – send letter template to GJ; EH – email Llewelyn's for donation



7. Amazon Smile and The Giving Machine

Agreed that Amazon Smile promotion is to be prioritised, but need to push both on social media. KW said she needs help as she is struggling for time. LH said she'd help – KW will share her One Drive folder with social media images and will add LH as admin on Facebook/Instagram. GJ will send Amazon Smile instructions out on Seesaw.

Action Points: KW – send Amazon Smile instructions to GJ, add LH as admin; GJ – Send Amazon Smile instructions out on Seesaw; LH – reply to KW's email for One Drive sharing

8. AOB

Golf Day

Mr Barker has passed on via GJ that Cottrell Park have asked if we want to host a golf event with them this academic year. Agreed to this as long as Mr B can organise. AR will send the raffle and send the prizes folder to Mr B to facilitate. Tentative date of 3rd July 2022.

9. Action Points: AR – send golf day price folder to Mr B

Next Meeting

The next PTA meeting will be held via Zoom on Tuesday 23rd November 2021 at 8pm to discuss Christmas.

Topic: PTA Christmas Meeting

Time: Nov 23, 2021 08:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/88495012204?pwd=NHp4WDIzeUJ5Uks5TTJLVE5DWWJlUT09>

Meeting ID: 884 9501 2204

Passcode: 059417