



St John's Academy – PTA Meeting 24th April 2024 6pm

Attendees: Paige Reeves (Chair), Emma Wilcox (Secretary), Claire, Sara-Jayne Griffiths

Via video call: Linda, Laura and Kerry

Apologies: Jim & Sarah (Treasurers), Hannah Cook, Dani Pereira, Raj Somal-Virdi, Catherine Tromans, Donna Smith, Jo Bold, Linda, Christine, Richard Lewis,

1. Finance Update

- a. Easter update
 - i. Slight profit
- b. Bank account
 - i. Healthy amount in currently- need to see what expenses are due to be paid rest of the year to check we will still have the buffer
 - ii. Bank account transfer being sorted by Jim
 - iii. Paige (PTA), Emma (PTA), and Laura (School) to be added to account as well as Jim (PTA- Treasurer)
- c. SumUp / Square Card Readers
 - i. Would need to make sure it is only used on one specific stall / event (e.g. doughnut sale)
 - ii. Emma and Paige to investigate card readers- percentages taken, how payments are made, etc

2. Admin

- a. Members are reminded to message Emma/Paige regarding:
 - i. Following up on DBS checks:
 1. DBS sorted:
 - a. Paige Reeves
 - b. Emma Wilcox
 - c. Dani Pereira
 - d. Linda
 - e. Donna Smith
 - f. Claire
 - g. Bec Tonks
 - h. Hannah Cook
 - i. Raj Somal-Virdi
 - j. Georgia Ashmore
 - k. Jo Bold
 - l. Christine
 - m. Jenny Lythgoe
 - n. Sarah Bennett

2. Not yet sorted (Emma to email):
 - a. Catherine
 - b. Gurpreet Rheel
 - c. Kerry
 - d. Cay
 - e. Anna Mui Lewis
- ii. New WhatsApp group (for 2024- checking who wants to be a part of the group)- Paige to set up
- iii. Vice Chair nominations
- b. Paige to send newsletter content to SJG by Monday 29th April:
 - i. Preloved uniform
 - ii. Sponsored event

3. Events:

- a. **Easter Egg Sale**
 - i. Staff collecting money prior to event- worked well
 - ii. Need to make sure it is advertised who it is available for- make it clear that it is for nursery
- b. **Sponsored Event- has been rearranged until Friday 7th June**
 - i. Approved the theme of "Mini olympics"
 - ii. Sports leaders to help if available / willing
 - iii. PTA members to help - all day event- need at least 5
 - iv. Emma / Paige to arrange sending out letters & sponsorship forms (use the olympic logo image that Mr Corbett has drafted). The children can come in one of the coloured tops- also put on the letter (they can go outside and make the olympic hoop shapes and take a photo with the drone).
 - v. Also to be advertised on app etc.
 - vi. Certificates- us to design- print 2 per page (school happy to print- us to write the names on them)
 - vii. Mr Corbett to sort schedules etc.
 - viii. Torch to be carried between the classes starting Friday 17th May- would go to one class for each half day
- c. **Summer Fayre - 21st June**
 - i. Agreed for 21st June, 5pm to 8pm
 - ii. Need to consider if we will be selling alcohol- will need an alcohol licence
- d. **Year 6 Leavers**
 - i. Event Lead- Raj and Sarah
 - ii. Need to consider what will be in the y6 leavers goody bags and share with Miss Heyes (Emma to forward email Sarah)
- e. **Coffee Mornings**
 - i. Only did this previously for reception parents and it worked very well- proposal to do this for different year groups
 - ii. Potentially host these within school
 - iii. Could also have pop up tea / coffee stall at church events
 - iv. Meet and greet in September with preloved uniform
- f. **Sports Days**
 - i. Dates:
 1. Monday 1st July (Morning) - Y3 and 4
 2. Monday 1st July (Afternoon) - Year 5 and 6
 3. Wednesday 3rd July (Morning) - Morning Nursery
 4. Wednesday 3rd July (Afternoon) - Afternoon Nursery
 5. Thursday 4th July (Morning) - Reception
 6. Thursday 4th July (Afternoon) - Year 1 and 2
 - ii. We usually sell refreshments on the day

- iii. Could be good to offer hamper raffle at the sports day- using SPAR voucher

4. Passive Income

- a. Preloved Uniform
 - i. Storage ideas- send Jamie links to ideas of sheds- potentially by the electricity box at the front
 - ii. "Save your pennies and the planet"
 - iii. Would like to have a shed or some way of storing some of the uniform on a rail- ease of access for parents and PTA members
 - iv. SJG to work with y2 community club to make a poster advertising preloved uniform to demonstrate the environmental benefits
 - v. Pop up shop in the 6 weeks holidays
 - vi. Social posts
- b. Other ideas- PTA members to consider ideas for passive income- ideally come to next meeting with ideas
- c. Promote nametags (in welcome pack and in newsletters, and with preloved uniform collections)

5. PTA Awareness

- a. Ask members to brainstorm and come to next meeting with ideas

6. Date of next meeting

- a. Wednesday 12th June 6pm staff room

Paige to set up Teams meeting for future- can be held in Jamie's room