

Silsoe Lower School PTA – Meeting: Monday 20th September 2021

1. Welcome/Apologies
 - a. Apologies from Helen Radford, Faye Bloxham and Jen Alexander
 - b. Welcome to Soli Indge and Rachel Sprigge
2. Overview of events to new members
 - a. Silsoe Float raised £430
 - b. Christmas party boxes
 - c. Contribution to Forest School
 - d. Santa shop
 - e. Gift vouchers for class teachers to buy a present from Santa
 - f. Donation towards every class's Christmas gifts
 - g. Christmas cards
 - h. Bags to school
 - i. Smarties
3. Means of communications
 - a. discussion of how to reach parents; possibility of auto sign-up with option to opt out.
4. Role changes
 - a. Looking for a permanent secretary to replace Sarah who has stepped up to Co-Chair
 - b. Overview of roles given to new members:
 - i. Co-chair: Sarah Vaughton
 - ii. Co-chair: Haley Hills
 - iii. Co-chair/Treasurer: Daniel Oliver
 - iv. Communications: Michelle Stacey
 - v. Secretary: Jeanette Manrique
 - vi. Co-opted members: members who are welcome to do as much or as little as they like; will receive minutes from meetings; invited to join the PTA whatsapp group
5. Public liability update
 - a. Certificates valid until end of December 2022
 - b. Up to 3000 people capacity
6. DBS Checks
 - a. It has been agreed for co-chairs to be DBS checked
7. Bank update
 - a. Forms to be re-submitted following further conversations with TSB
 - b. Charity commission update ongoing
8. Events and event planner
 - a. Timetree - Haley fed back on the merits of this
 - b. Google calendar – Michelle to look into
9. Events this half term
 - a. Roses – for friends and family: promote now and given out on the last day of half term in February
10. Events going forward

- a. International Women's Day – 8th March
- b. Easter Disco 1st April
- c. Summer Disco – possibly jubilee themed?
- d. Parents' Quiz Night – on a Saturday night at the Village Hall; fully licenced; pre-order wine/wine, limited amounts of spirits; bring cash on the night for extra activities
- e. Summer parent ball – Marquee, fully catered three course meal; DJ, band and magician for entertainment; raffle, auction, heads and tails, casino; dates being looked into in June and July; coaches
- f. Jubilee Party in the playground, on the field, into the hall; prepaid events; Text JUBILEE to donate
- g. Competition to design PTA logo

11.AOB

- a. Follow up on Circus

12.Next meeting

- a. 3rd February