

Hutton Rudby Primary School PTA Meeting Wednesday 31st January 2024

Present: Julie Critchton, Lucy Jensen, Laura Malkin, Gemma Ferguson, Emma Pargeter, Karina Pang,
Miss Clarke, Mr Johnson, Spenser Tate, Miss Templeman, Marianne Settimo, Sarah Healy

Apologies: None

Item	Summary	Action	By When	Responsible
Minutes of Last Meeting	Minutes agreed	None required	None required	Lucy
Review Of Events	<p>Disco's: For future disco's school will complete a Risk Assessment, then pass to PTA who can familiarise and add comments to increase Safeguarding. Important to avoid teachers taking too large a role in events.</p> <p>Film Night: When children participating in event become poorly, member of Teaching Staff needed to access emergency contact details to contact parents.</p>	<p>PTA committee to add to Risk Assessment.</p> <p>Additional PTA volunteers needed.</p> <p>PTA committee to liaise with Teaching Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>All PTA committee Members</p> <p>Julie/Gemma to co-ordinate</p> <p>Julie/Gemma to co-ordinate</p>
Treasurer's Report	<p>Monies raised from events explained: £100 second hand uniform £40 Frozen Friday's £200 Jam Jar Challenge £60 Halloween Disco £50 Film Night Outgoing expenses have been £1700 for sports equipment Balance is £1500</p>	<p>Laura to establish future repeat costs, e.g. ParentKind Membership Renewal.</p>	<p>Ongoing</p>	<p>Lucy/Laura</p>

	PTA will need to apply for Charitable Status. License will be needed if having a Raffle.	Laura to use Parentkind for assistance. License to be applied for.	Ongoing Ongoing	Laura Laura/Lucy
Future Spending Plans	Year 6 Leavers: PTA to contribute towards the costs of leavers books. Balloon arch and year balloons to be purchased. 1 st Day Of Term: Balloon arch or decoration or red carpet to welcome students to HR Primary. Extra-Curricular Clubs: Extra resources can be purchased for clubs if needed. Student Ideas: The School Council to be asked for ideas for future spending wishes.	Julie to look at costs and liaise with Mr Johnson Julie to liaise with Mr Johnson/Miss Templeman Mr Johnson to ask staff for requirements. Mr Johnson to ask School Councils and feedback.	Ongoing Ongoing Ongoing Ongoing	Julie Julie Mr Johnson Mr Johnson
Future Events	Several discos planned. Frozen Friday's to return when weather warms. School Christmas Fair to be discussed. Uniform Collection and Sales. Village Event 29 th June 2024 School have contacted organisers to express interest.	Julie/Gemma planning dates. Liaise with Mr Johnson and PTA Volunteers. Summer Term to collect and sell at school events. PTA Committee to liaise for stall ideas and volunteers needed to run stalls.	Summer Term 2024 Summer Term February 2024	Julie/Gemma/Mr Johnson PTA Committee PTA Committee
AOB	New Secretary needed for September 2024. Fundraising from Photography Package.	PTA Volunteers to be asked for interest in role PTA reps from year groups to advertise.	By September 2024 Ongoing	PTA Committee Year group reps