

AGENDA: PTA Committee & School Meeting Spring Term 2

Date: 21st March 2025

Time: 2pm

Location: Mr Tirrell's Office, LFA

Attendees:

- Michael Tirrell, Head of School (MT)
- Mary-Jane St Mart, Office Manager (MJ)
- Erica Nelson, Chair (EN),
- Emma Lukey, Secretary (EL)
- Poorvi Muncke, Treasurer (PM) WhatsApp dial in
- Kerilee Pearse (KP) WhatsApp dial in

Apologies:

- Karolina Curry, Sponsorship Manager (KaC), Xuan Kroeger, Communications Officer (XK), Kat Coffey (KC)

Items:

Ref	Agenda Point	Notes
1.	Events	
1.1	Inflatables afternoon on 4 th April	<ul style="list-style-type: none"> • Currently 150 tickets short and Mr T has added info and link to book to the newsletter. Mr T confirmed JJ's who are providing the bouncy castles can set up on the field at any time. If in the sports hall, JJs will need to have moved their equipment in to the sports hall before lunch break at 12pm when gates need to be closed and as long as they are DBS checked they can set up in the sports hall from 12pm. If no DBS need a member of staff with them. Action: KP to check DBS and JJs to send through DBS numbers in advance
1.2	Summer fair	<ul style="list-style-type: none"> • Agreed would be on Friday 11th July after school on the field potentially with inflatables – PTA to decide if inflatables or colour run. Mr T suggested to invite Bickley Primary and St Georges to attend as well. • School is potentially going to arrange a whole school picnic for pupils without parents present at the end of term.

1.3	Y6 parents & pupils social media event	<ul style="list-style-type: none"> Problems have also arisen with Y4 and there is a development in the borough with a Parent campaign around no phones. Discussed having a parent specific online session via zoom or teams. Agreed school to organise and PTA will help promote it.
1.4	DBS checks	<ul style="list-style-type: none"> MJ confirmed if not DBS checked a member of staff needs to be present whilst that person is onsite during school day and also when clubs are running. MJ went through list of parents who are DBS checked to see if they are still at the school. ACTION: PM to send MJ ID documents to put DBS through School can pay for more DBS checks (£16.50 each) if needed and EN proposed 5 more.
2.	Purchases	
2.1	Composting toilets proposal	<ul style="list-style-type: none"> Proposal needed to meet with St Georges. From a cost perspective cheaper to have portaloos than the composting toilets ACTION: PTA to arrange portaloos for the summer term
3.	AOB	
3.1	PTA representation in WhatsApp class groups	<ul style="list-style-type: none"> EN suggested to have a PTA class rep per class or year to disseminate information to.
3.2	New reception intake	<ul style="list-style-type: none"> Agreed a member of the PTA will attend new reception intake welcome morning on 16th May. PTA to invite new parents to summer fair and obtain email addresses from the school office Agreed PTA would do a uniform sale on the playground at stay and play session on Monday 14th July in the morning before school play time.
3.3	Uniform shop	<ul style="list-style-type: none"> If there are any sizes of uniform the shop are running out of, MJ will be happy to contact the uniform shop to get this sorted
3.4	Fruit trees	<ul style="list-style-type: none"> Veolia (rubbish collection company) are gifting the school some fruit trees (potentially 8) and school are proposing PTA to potentially fund buying some pots from B&Q to grow them in.

Meeting closed: 2:54pm

Next Meeting: 2nd May 2025