

PTA Meeting Minutes

Date: 23 April 2026

Time: 19:00 – 19:30

Welcome

Laura welcomed everyone and thanked attendees for coming.

Attendees

Laura, Sarah, Gem, Jo, Julia, Cara

Apologies

Donna, Kirsty, Daisy

Minutes Note

An AI note-taker was attempted but due to technical issues, minutes were recorded manually.

Agenda Items

1. Sponsored Walk

- **Date & Time:** Friday 8 May, 2:00pm
- Event to be a **family event**, with parents invited to attend.
- **Risk Assessment:**
 - Laura to complete with Sheena on Friday 24/04/26.
 - Will include review of staff-to-child ratios, as previously discussed.
- **Staffing Concerns:**
 - Jo highlighted limited staff availability on Friday afternoons.
 - Parents will be needed to support ratios.
 - Reassurance given that this will be addressed.
- **Event Planning:**
 - Marshals will be assigned.
 - Route photos have been taken.
 - Pinch points and potential risk areas identified.
- **Post-Event:**

- Hall booked for after the walk.
 - Refreshments (drinks and cake) will be sold.
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2. Summer Leavers Disco

- Original proposed date (15th) is not possible due to the school production.
- **New Proposed Date:** Thursday 16th (approved by Sheena). Laura will check with disco Nick.

Discussion Points:

- Jo raised staff concerns:
 - Discos are considered too late in the evening.
 - Miscommunication regarding teachers' roles at discos /events and expectations around supporting
 - Staff require significant notice of events to see if able to help.
 - Laura responded:
 - Earlier timings would reduce PTA support due to committee members' working and family commitments.
 - Evenings remain the most practical time for Discos if Tuck shop to be run by PTA.
 - Noted that several committee members will be leaving in July, which may significantly impact the ability to run events.
 - Ongoing concern that future discos may need to be reduced, taking into consideration teaching staff concerns and committee member numbers so potentially to **one summer disco only**.
 - Jo confirmed that, she feels despite challenges, the **summer disco feels achievable**, even if held at the usual time.
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Any Other Business

None raised.

Meeting Close

Meeting closed at 19:30
