Notes from Meeting with Laura Cornish 17.07.2020

Attendees: Janna McDonald (Chair), Vicky Whatmore (Secretary), Laura Cornish (Headteacher)

1. Agreed AGM date of 30th September 2020 at 8.30pm via Zoom
2. Use a standardised format for all committee agendas, in order to keep committee meetings short and concise, then have focussed event organisational meetings which wouldn’t need to be formally minuted. Eg:  
   *Welcome  
   Apologies  
   Approval of minutes from last meeting (NB if these are emailed out in advance there is no need to read them out, just ask if they are approved as a ‘true and correct record’ of the meeting dated xx/xx.  
   Headteachers Update  
   Treasurers Update  
   Past Events Updates  
   Future Events Updates  
   Any Other Business  
   Date of Next Meeting*Could include a RAG sheet of actions/ person responsible/updates
3. School Website – there is a PTA section which the minutes could be added to by the office.
4. Future PTA meeting dates (set in order for them to be in the school diary):  
   4.11.2020 at 8.30pm via Zoom  
   24.2.2020 at 8.30pm via Zoom  
   21.4.2020 at 8.30pm via Zoom  
   7.7.2020 at 8.30pm via Zoom – TBC dependent on Year 5/6 residential and summer play.
5. Non-school uniform dates:  
   23.10.2020 – for Christmas fair  
   w/c 18.01.21 - day tbc depending on PE  
   Two days to slot in after January for Summer Fair
6. Future event dates:  
   Thurs 01.04.21 School picnic, last day before Easter Hols, PTA to run Easter Bonnet Parade, 50p entry, prize per class.
7. Discussed potential dates for virtual duck race in September, Monday night for fire service, tide dependant.
8. Create a poster for future dates inc meetings for PTA facebook page & school website page(?)
9. Monday 5th October World Teachers Day. Could we do something? Thank you card for staff room thanking everybody at the school for their efforts over the past year, box of chocs?