

PTA Meeting Minutes

Kings School

Date	08.06.2023
Time	19.00pm Kings School
Attending	Kate Osbourne Sally Crawford B Milner Katherine O'Hara Suresh Vasnani Julia Nixon Laura Thaxter Suzanne Smith Celia Nicholls Nikki Nestora Kate Sales
Apologies	Kate Watts Claire Hill

Committee Members 27.04.2023

Chair	Interim holding – Sarah Price Headteacher
Vice Chair	Vacant
Treasurer	Sally Crawford – taking over from Francesca Ferrari
Secretary	Kate Sales
Communications	Celia Nicholls
Other members	Suzanne Smith, Laura Thaxter, Kate Watts, Kate Osbourne, Nikki Nestora Kitty Birney-Taylor, Edwin Jayakumar

<u>Agenda Minutes</u> Laura Thaxter chairing meeting Introductions to present attendees and parents new to the PTA, Sally, B, Katherine, Suresh, Julia, <u>Appointment</u> Committee 27 April 2023- as seconded and agreed by members present	<u>Points and Actions</u>
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<p>Kate Watts – stepping down as chair – Sarah Price interim chair</p> <p>Kate W will kindly hand over to incoming chair</p> <p>Kate Osbourne – stepping down as vice-chair</p> <p>Francesca Ferrari- stepping down as treasurer holding accounts until 31.05.2023</p> <p><u>Updated since 27.04.2023 and PTA letter to parents</u></p> <p>CHANGES TO APPOINTED COMMITTEE MEMBERS FOLLOWING AGM ON 27.04.2023 DUE TO MEMBERS STEPPING DOWN</p> <p>Sally Crawford – treasurer role discussed with Kate W</p> <p>Sally is taking over from Francesca Ferrari who held accounts until 31.05.23, no objections</p> <p>Julia Nixon – to assist Sally as treasurer</p> <p>Laura discussed PTA committee vacant posts of chair and vice-chair</p> <p>B Milner volunteered as vice-chair</p> <p>Seconded and agreed</p> <p>Suresh Vasnani has volunteered as chair</p> <p>Seconded, discussed he will review at six months</p> <p>Committee members from 8th June 2023</p> <p><u>Committee Members 08.06.2023</u></p>	<ul style="list-style-type: none"> • Handover of treasurer role from Francesca has been completed and cheque and bank mandate handed over to Sally • Appointed chair, vice chair and treasurer
Chair	Suresh Vasnani
Vice Chair	B (Beverley) Milner
Treasurer	Sally Crawford with Julia Nixon
Secretary	Kate Sales
Communications	Celia Nicholls
Other members	Suzanne Smith, Laura Thaxter, Kate Watts, Kate Osbourne, Nikki Nestora Kitty Birney-Taylor. Edwin Jayakumar, Katherine O’Hara also present

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<p><u>Tasks to be allocated related to handover</u> PTA inbox -reading and responding to PTA emails Uniform requests Liaison with school</p> <p><u>Upcoming Events</u></p> <p>Parents Walk and Talk 30.06.2023 09.15 am</p> <p>Year 6 New parents evening 06.07.2023 05.30pm to 7pm</p> <p>Year 6 Induction Day 07.07.2023 (Inset Day)</p> <p>Sports Day 14.07.2023</p> <p>Colour Run 14.09.2023</p>	<ul style="list-style-type: none">• Suresh has volunteered to manage PTA inbox, Kate W and Suresh to meet/phone to hand over re this• Celia and Kate O can attend• Julia can attend, need more attendees• Require PTA member to set up uniform for pre and post induction day?• PTA will be providing refreshments for pupils, Suresh, Kate O Laura, Celia and Julia, Kate W• To clarify attendees, Kate S, Celia, Katherine and B ? can attend
<p><u>Other Business</u></p>	
<p>B and Suresh discussed app for planning availability</p>	<ul style="list-style-type: none">• Suresh will look into this
<p><u>Outstanding Issues</u></p> <p>Re? plan for meeting to plan for Colour Run before end of term to order equipment</p> <p>Clarify PTA members for 06.07.23 and 07.07.23</p> <p>Hand over of the following to be arranged Parent Kind Sum up Lottery Licence</p>	<ul style="list-style-type: none">• Chair to discuss• To be confirmed• Kate W outgoing chair to hand over to new Chair Suresh
<p><u>End of Meeting</u></p>	