

# Hayes Primary School Parent Teacher Association (PTA)



## Notes of meeting held on Tuesday 12th November 2024 at 6.30pm at Hayes Primary School

In attendance:	Apologies:
Lucy Bodycombe, Trustee	Alayna Denny, Trustee
Lisa Field, Trustee	Andy Denny, Trustee
Tina Griffin, Pupil Support Lead	Claire Osborne, Trustee
Amy Hastie, Trustee	Ed Tory, Trustee
Ashley Irving, Trustee	Erin Savvides, Year R Teacher
Nicholas Mannoukas, Year 3 Teacher	
Jacqui Towne, Chair	
Olivia Truelove-Dodd, Trustee	
Sarah Warner, Trustee	

### 1. Welcome and apologies

- 1.1 PTA welcomed LB to the meeting. Apologies had been received from AD, AD, CO, ET and ES.

### 2. 2024-2025 Agreed Expenditure

- 2.1 OTD provided a PTA accounts summary to the attendees. The following projects will form part of the annual expenditure:

- School trips top up £500 per year. **All voted in agreement** that this would continue.
- Play leaders: the first payment requests have been received. Costs have doubled due to the requirement being 2 afternoons a week, not 1.
- Ice creams for year 6 £200: **All voted in agreement** that this would continue.
- Woodchip and soil for EYFS:
  - 'Trees UK Bromley' will provide free woodchip if required. TG to ask Mrs Savvides the type of woodchip used at the school and if this would be suitable. 'Trees UK Bromley' should be mentioned in a school bulletin **Action: TG**
  - Requests for free donations up to the cost of £200 can be made in-store to Champion Leaders at Wickes. A letter from the school would be required if a request is made **Action: SW**
- Young carers trips £20pp: **All voted in agreement** that this would continue.
- Garden supplies:
  - SW provided a breakdown of the forest school estimated costs for the 2024/25 academic budget. Total £401.65
- Forest school:
  - The school shed is due to be fixed by a parent at the estimated cost of £50
  - SG would like to purchase suitable knives for whittling rather than using potato peelers. Mr Mannoukas will be consulted to carry out risk assessments for the activity **Action SW/NM**
  - **All voted in agreement** for the forest school budget.
  - The Hayes Kent Trust pay 50% towards the employment of SW as Forest School Lead, the school pay the remaining balance. SW will be liaising with The Hayes Kent Trust in January to confirm fees for next year and will request a possible increase. The Hayes Kent Trust have been invited to see a forest school session; no date has been confirmed but it was suggested that they visit before Christmas prior to conversations about payments. SW to organise **Action SW**



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- 2.1 OTD reported that the total balance of £7,158 does not include income generated from the Skyworks event on 2<sup>nd</sup> November 2024 or the wreath workshop on 27<sup>th</sup> November 2024.
- 2.2 The racism workshop and French breakfast projects have been fully paid.
- 2.3 The following projects were discussed:
- Sensory workshop: there is more money available for the sensory room. TG to feed back to SLT **Action: TG**
  - Playground equipment: shade and benches will be purchased, there is £864 remaining of the £2,350 budget
  - Newspaper for students: the annual subscription renewal will be reviewed again next year
  - Young carers: the number of pupils has now increased to 55. OTD to amend balance sheet **Action: OTD**
  - School trips: the school are now informing parents that cancellations need to be made earlier, or a fee will be incurred
- 2.4 New projects and requests:
- Immersive Egyptian themed school improvement day: children will have the opportunity to dress up. EYFS will not participate. The total cost is £1,180 + VAT. **All voted in agreement.**
  - Quiz night: It was agreed that a Friday evening would be suitable for the quiz night rather than a Saturday. The school will already be open so a charge for lock up will only be required. OTD to check site manager costs **Action OTD & AI**
  - Sensory circuit stickers: TG requested £300 for sensory circuit stickers. Sensory circuits allow children with additional needs to have breaks from learning. The activities provide a calming effect, make the child more alert and ready to learn. The stickers would mean that the circuits could take place without training a member of staff. Mrs Larkman, the SENCO and Inclusion Lead, is looking at different options. **All voted in agreement.**
  - PE clothing: LF requested that children are provided with school bibs that have the HPS logo whilst competing against other schools. They currently wear their house colour t-shirt, so they all look different. Having a bib will make the children feel more cohesive and part of a team. TG to speak to Mrs Swift, the PE Coordinator, and look at options. **Action TG**
  - Consent workshop: TG requested money for the consent workshop to the total of £100. Subsequent to the meeting, the PTA members were informed the cost had increased to £200. **All voted in agreement through WhatsApp.**
- 2.5 The school hardship fund:
- Donations are not being received via ParentPay towards to hardship fund. The attendees agreed that having an option to round up the payment of an event/activity which will contribute towards the hardship fund would be a way of accumulating money. AI to request the change. **Action: AI**
  - TG will contact TSPT to confirm the current total in the school's hardship fund **Action TG**
- 2.6 After COVID the Government provided schools with additional money for maths lessons. It was discussed whether the PTA could provide money for these additional lessons to continue. It was agreed by all that this would not be paid for; it does not adhere to the PTA constitution and does not benefit all children.

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#### 3. The PTA: website and bulletins

- 3.1 The attendees agreed that sending out an exclusive email PTA bulletin would help raise the profile of the PTA. It will highlight how much is raised and what the money is being spent on. It will thank volunteers and specify what help is needed for future events and break it down, so it is clearer. The Christmas fair will need volunteers, and it was suggested that a specific number of volunteers per year group is asked for. There needs to be an emphasis that funding for education has been cut over recent years which makes the need for the PTA and help from parents crucial.
- 3.2 The PTA website will be updated with pictures and a few words about each member. Action AI
- 3.3 It was agreed that having a selection of clothes from the uniform hut would be made available to new parents at induction events **Action LF**

#### 4. Other

- 4.1 Skyworks feedback
  - The PTA were provided with a feedback document prior to the meeting. This is to be discussed further. **Action ET**
- 4.2 LB to arrange PTA meeting dates for the remainder of the year. **Action LB.**

#### Voting Summary

- School trip top up £500 per year – agreed
- Ice creams for year 6: £200 – agreed
- Young carers trips: £20pp – agreed
- Forest School budget: £401.65 - agreed
- Immersive Egyptian themed school improvement day: £1,180+VAT – agreed
- Sensory circuit stickers: £300 – agreed
- Consent workshop: £200 – agreed via Whatsapp