

# PTA MEETING MINUTES

Date of meeting:	Tuesday 17 <sup>th</sup> October 2023 19:00
Chair of meeting:	Claire Bowen / Rhia Fearn
Minutes taken by:	Zoe Sample
Attendees:	
Mr Cunningham	Shelly Boyle
Zoe Sample	Rhia Fearn
Jo Whitmore	Claire Bowen
Kev Mills	Jaclyn Eyre-bradley
Maria Chivite Barron	Dean Malvenan
	Steph Burdon
Apologies:	Jo, Marcus, James and Eva, Kiran, Vicki, Beck, Becca
Last meeting date:	Tuesday 19 <sup>th</sup> September 2023

## MINUTES:

### 1. Thank you's

To everyone for attending this months meeting and your continued support  
To Jo Whitmore for the continued support of running the school lottery  
To everyone who has donated their school lottery winnings

### 2. Outstanding actions from previous meeting

- a. Invoice of £1200 for school books has been received and given to Mrs Pepper. Let Dean know if rejects and another cheque is needed, due to the timing.
- b. Rhia has agreed to contact Martyn Ford with regards to funding support
- c. After further discussion it was agreed that we stay as a PTA, will be less complication and as not to cause delays on the running of the fundraiser events

### 3. Finance Update

- Last year the PTA raised £8k, £5k has gone back into school funding
- Revenue £8k, cost £8.5k, not a big concern as the PTA made big investments back into the school
- Balance at the start of this year is around £4k
- Left with £1.5 working capital, need to be conscious of the spend towards the future fund raising events
- Target not to go below £1k on cost of events
- Dean and Kev to register charity for the account over the next few weeks
- £240 float to be given to Kev with the rest of the handover

### 4. School Lottery

- Been agreed to re-register the school lottery, Claire/Kev to handover details to Jo
- Jo to help with a flyer that will be put out to parents to gain more entries

## 5. Event Expenses

Discussion with how we monitor cost of expenses for events, examples below of the different ways it could be managed

- Looking at like for like on previous year events to create a budget
- Give the event groups lead on purchasing for event
- For high value spend amounts to be signed off by finance
- Allocate a pot of money for each event

## 6. School Garden

- £470 donations have been spent on the garden, no more donations left
- Mr Cunningham mentioned that some money could be put towards the garden from Sports Premier Education as the garden is used for outside learning

## 7. Future Events

- a. 26<sup>th</sup> October Halloween
  - i. Hall from 2:00pm
  - ii. Setting up - Jaclyn Eyre-bradley, Beck, Rachel and Zoe
  - iii. Becca and Kiran purchased and bagged up sweets
  - iv. Faye on refreshments
  - v. Jo Whitmore – Face paints
  - vi. Zoe/Kiran – Glitter tattoos – Glitter tattoos to be purchased
  - vii. Maria – Games
  - viii. Jaclyn Eyre-bradley – Dinosaur fun
  - ix. Help will be needed to tidy the hall
- b. 28<sup>th</sup> October End of term assembly
  - i. Claire to purchase croissants, coffee, tea, milk biscuits etc
  - ii. Discussion on whether we invest in a lock box to put in the cupboard for assembly purchased goods
  - iii. PTA flyers to be left on chairs
- c. 4<sup>th</sup> November Bonfire Night
  - i. Doubled up on sweets this year due to high demand last year – all bagged up
  - ii. Spent £80 more this year on glow sticks - Laser Swords, new better quality glow sticks purchased this year selling at a higher price point
  - iii. Rota created for the stall 5-9pm 2 people on at a time
- d. 1<sup>st</sup> December Christmas Fair
  - i. Date has been confirmed
  - ii. 30<sup>th</sup> November Dress down day in exchange for bottles for tombola/raffle prizes
  - iii. Laura Jakes - Biscuit decorating
  - iv. Becca – Treasure Hunt
  - v. Vicki/Zoe/Jo – Refreshments
  - vi. Shelly Boyle – TBC
  - vii. Steph Burdon – Leading outdoor Grotto

- viii. Claire applying for the TENS License
- ix. Tote bags for children to decorate and sell at the fair
- x. More ideas to be discussed for games/Stalls/raffle prizes

**8. Christmas Funding**

- a. Secret Santa to be discussed with Mrs Belton
- b. 18<sup>th</sup> Christmas Party
  - i. Christmas Crackers
  - ii. Pass the parcel x1 for each class
  - iii. Jo looking into alternatives to annuals – some ideas edible/stationary/craft options
  - iv. Claire speaking to Faye with regards to Santa for the party
- c. Christmas Panto – Mr Cunningham to confirm what the PTA will be asked to fund

**9. Future Fundraisers**

Informal meeting to be held to put together fundraising ideas – date and time to be agreed

**10. Future Actions**

Rhia to create a poster for Sign Up App (An app for volunteers to sign up for events and certain jobs at fundraising events and allows everybody to see which roles have been taken)– Portal to be created and put to use at some point next year to see the response

**11. Agreed date of next meeting**

Tuesday 14<sup>th</sup> November 19:00 at school in the Nightingale classroom

