

Egginton PTA Meeting Minutes – 17th January 2022

Attendees: Shelley Boyle Wendy Slater-Ferguson
 Mr Kitching Rhiannon Fearn
 Hayley Marriot Jo Whitmore
 Helen Gwilliam

Apologies: None received.

- 1) Minutes of last meeting approved.
- 2) Hayley gave a treasurers update:
 - Shelley and Helen to be added as signatories on the PTA bank account. Will require a signed copy of meeting minutes and submission of e-forms. The process should take around 2 weeks. This will enable cheques to be issued for expenses. The PTA address will be amended to the school address for correspondence.
 - Hayley proposed a new form for each fundraising event to be filled in by the event organiser, and will list any expenses incurred. This will simplify the record keeping, and enable planning for future events based on known margins. The records need to be clear for submission to the Charities Commission.
 - Funds currently in the account: £5145.18
Funds to be added: £416.43
A total of £5561.61
There are still funds to come from Parentmail. Mrs Pepper will collate these.

- Christmas fundraising and expenses:
 - The annuals for the santa gifts cost £216.29.
 - Carols & Cake
 - £449.77 in cash
 - £89.50 by card
 - Minus £1.49 transaction fees
 - minus costs.
 - Film club raised £77.84.
 - Christmas raffle raised £173.27 (Parentmail payments)
 - Cookbook raised £85.59 (Parentmail payments)
 - Christmas Cheer event PTA stall raised £183.40.

*Note some of the Carols & Cake takings include monies for raffle and cookbook, but it's not clear how much.

3) Review of fundraising events:

- A card machine would be useful for in-person events as many people don't carry cash.
- The cookbooks are a nice keepsake to sell. However, there is a cost associated with printing and laminating these, so the profit margin isn't particularly large. Approximately 80 recipe books were printed.
- The stall at the village Christmas Cheer event was very successful, and the mulled wine proved very popular with the adults. Certainly worth running this again next year if possible. Note the QR code on the signs were for the Burton Hope charity, and may have been scanned by people donating for the refreshments instead of donating to the PTA.

4) Lottery update:

- Jo is looking for ideas to improve uptake of the lottery as the more people who join, the bigger the weekly prize fund becomes. The lottery remains a steady income.

5) Fundraising plan for 2022:

- Valentines event: Virtual balloon race via Ecoracing. Low cost to sponsor balloons, and these can be tracked virtually over the course of a week from the launch date. The launch of this race is 12 noon on 14th February from the Trevi Fountain in Rome. Eco-friendly event as the race is virtual, with no PTA outlay. There are potential national prizes, but Local prizes can be sourced to ensure our supporters have the opportunity to win. Helen to sign Egginton PTA up for this race and provide the poster to advertise.
- World Book Day on Thursday 3rd March.
 - Sponsored read.
 - Class competition for the most books read with prizes – TBC.
- Easter disco: Tuesday 5th April.
 - Shelley to ask for volunteers via the WhatsApp group.
 - Need Easter decorations and refreshments.
 - Mr Kitching to ask Andy Farrow if he would be able to provide the sound system/lights.
 - Charge of approx £4/ticket for this event (TBC).
- Duck race and treasure hunt in May/June. An Easter Egg hunt was originally proposed, but this is already an event organised by the Church group.
- Sumer fête: This is held during the first weekend of July (2nd July). Organised by Mike and Caroline Sayer with the profits split 50/50 between the Village Committee and the PTA. Will require support to set up, run stalls etc. Mike and Caroline have offered to attend a PTA meeting close to the time for a planning discussion.
- Halloween film club and/or “break the rules” day.
- Bonfire night PTA stall (glow items/cakes/sweets).
- Christmas fair – When this was run by Caroline Sayer the planning started in May. An alternative would be a version of the Carols and Cake event, but with more stalls on the carpark, like a German Market with lights etc. For further discussion.

- Wreath making workshop proved popular previously, and may be a further Christmas fundraising option.
- Further ideas:
 - Sponsored silence.
 - Potential to have a PTA stall or parade at the village Jubilee event in June?
- Shelley to ask for volunteers to support the events via the PTA WhatsApp group.

*It has been decided that the Soup and Pancake event should be postponed this year due to ongoing Covid risks. We hope to reinstate this event in future years.

6) Funding Requests:

- No new funding requests from school.

7) Any Other Business

- Mr Kitching thanked the PTA for their support and fundraising efforts. He commented that the school is very lucky to have such enthusiastic support from its parents and carers.

8) Next Meeting – 7th February 2022 at 7.00pm.