



Parent Teacher Association
PTA Membership Number 16317
Registered Charity Number 1161458

Minutes of meeting on meeting 12 October 2022 7.30pm – 9.00pm

Present: Rebecca Kelly (RK), Richard Spencer (RS), Wieke Eringa (WE), Lorna Miall (LM), Laura Foster Westgarth

1. Apologies: Trishna Rycroft (TR), Shona Frost (SF), Hayley Darby-Brown (HDB), Rav Mattu (RM), Jessica Butterworth (JB)

2. Treasurer's Matters

Income:

Term	Event	Amount
Summer Term Events (April – July 2022)	Freezepops (£530.50), Jubilee (inc Freezepops) (£457.92), Sports Day (£32), Summer Fair (£1695.35)	2715.77
	Expenses (prizes, raffle tickets, drinks, food)	(721.74)
Total Profit		£1994.03

Summary of previous year:

Opening Cash (as at start of year) - £2754.32

Total Net Income during school year 2021 / 2022 - £3,864.45

Current Balance: -£6618.77

Balances:

Nominal account £ 6586.65

Savings account £5.93

Cash in hand £26.19

Note: Funding of year 6 leavers hoodies invoice due.

It was noted that it had been a really great year of fundraising, especially whilst still under some restrictions from Covid. The Gateway App has made life easier in terms of

collecting funds. Really good parent and carer engagement through Class WhatsApp Groups.

3. Summer Fair Feedback / lessons learned

Tombola

- We noted that in future tables should be placed in front of Tombola prizes to avoid people helping themselves. Only volunteers should be handing over prizes.
- Need to pick clearer colours for Tombola ticket prizes (colours this year were too similar so it was difficult to distinguish between them (e.g. red / pink / purple). Need tickets to be clearly different, such as red, yellow, blue.
- When ticketed prizes should be placed in bags in numeric order, so that when prizes placed on tables they can be presented in numerical order (which means prize location much easier).

Refreshments

- The alcohol did not sell well. Especially the red wine and gin. Partially due to it being a very warm day and if being difficult to chill the drinks.

Friday v Saturday

- Should consider whether we return to a Saturday fair (decision will be needed in Jan / Feb). There were issues gaining access to school on a Friday to set up, but even if earlier access was permitted, many parent volunteers work so could not be available earlier for set up.
- It was felt the fair was lacking in music and content; in future could we get school / roundhay music to put on some performances for us?
- Could we have a hat parade and/or PA system for future fairs?

Cake stall

- Cakes sold really well. We needed lots more. It was noted that parents potentially had 'cake fatigue' given the summer fair followed quickly after the Jubilee celebrations. In 2023 will not have this issue.
- Increase price of cakes – move from 50p each / 3 for £1 to 75p each / 3 for £2.

4. Compliance

- (a) We need 3 trustees to be a registered charity. RS stepping down as Chairman at next AGM. Becky has resigned and is stepping down as secretary.
- (b) Recruitment drive needed for PTA. WE suggested we send a communication to parents regarding recruitment for PTA, and breakdown the roles into many more manageable parts. For example:
 - Secretary to organise meetings, take minutes and co-ordinate PTA contact list.
 - Events co-ordinator
 - Volunteer co-ordinator – in charge of recruiting volunteers
 - Chairperson – in charge of overseeing compliance with charity rules and regulatory requirements
 - Project manager

- Company secretary etc

Communication to be sent to all parents. WE to draft PTA recruitment letters (one for reception parents, and another for parents of all other year groups). Office to send out electronically to parents, followed up with WhatsApp Group message, class news and end of week email. **(WE action – now complete)**

Suggest letter timed to co-ordinate with AGM. AGM set for 15th November. Follow up letters reminding people to be sent 2 weeks and 1 week before AGM.

5. Christmas Fair

(a) Proposed stalls:

- Visit Santa
- Cake stall
- Half & half jar
- Raffle
- Reindeer poo jar
- Lollipop game
- Snowman snap
- Bran tub
- Reindeer buzz wire

Christmas Fair planning meeting – 8th November 2022

(b) Secret Santa

Agreed there will be no secret Santa this year given current PTA situation.

(c) Christmas Card

LM going to liaise with office to see if we have received anything about Christmas cards. **[Now actioned: Office had Christmas cards. LM has collected and arranged distribution to children]**

LM

6. Spring Term Events

(a) Quiz night

LM to liaise with Daniella to see if interested in running

(b) Movie Night

(c) Tea towels

To see if Shona is able to arrange

7. School Plans

We agreed that it would be useful to have a chat with school about the plans for the new forest area, and about ongoing engagement with the PTA. **[Action: RK and WE met with Mrs Weekes on 21/10/22. Mrs Weekes to liaise with Mr Roundtree regarding forest area. Gemma Burgess will continue to be PTA teacher liaison and CW to see if any other teachers are able to support. We agreed a non-uniform day on Monday 5th December so children can bring in tombola prizes for Christmas Fair.**

Christmas fair on Friday 9th December so will need volunteers to ticket prizes during that week.]

8. Declaration of interests

LM notified meeting that she is going to become the finance governor for the school.

9. Next meeting:

Christmas fair planning meeting: 8 November 2022

AGM Meeting: 15 November 2022