



## PTA Meeting Minutes – 18.9.24

<b>Date:</b>	18 September 2024
<b>Venue:</b>	The Blenheim Pub
<b>In Attendance:</b>	Louise Druce, Matt Tarrant, Anne-Marie Carlin, Shelley Illingworth, Will Smith, Leigh-Ann Herman, Sarah Aldridge, Hannah Coxon, Sarah Makin-Shaw , Denise Fletcher
<b>Apologies:</b>	Sarah Smith, Scott King

Item	Subject	Action
1.	<b>Welcome</b> Anne-Marie welcomed everyone to the meeting.	
2.	<b>Apologies</b> Apologies were received from Scott King and Sarah Smith.	
3.	<b>Approval of past minutes</b> All actions were confirmed as having been completed, and the minutes were approved by everyone at the meeting.  Will confirmed that the Princess Alice fundraiser in memory of Kate raised an amazing £6,500.	
4.	<b>Recent Events</b> <ul style="list-style-type: none"> <li><b>Year 5 Ice Cream Sales</b> – Anne-Marie Carlin The remainder of the ice creams from the Colour Run were sold after school and Year 5 did a brilliant job with this. £946.00 raised.</li> <li><b>Break The Rules Day</b> – Anne-Marie Carlin Year R - Year 6 Break the Rules Day was a big success and lots of fun was had by the children. £1,409.30 raised.</li> </ul>	
5.	<b>Upcoming Events</b> <ul style="list-style-type: none"> <li><b>Match Funding</b> – Anne-Marie to look into further. Anne Marie to contact person who had emailed about match funding.</li> <li><b>200 Club</b> – Letter to go out on 20/9 and live on PTA events at 3.00pm on 20/9. Ella McCall has volunteered to run this.</li> <li><b>Stay and Play</b> – Event planned for 11 October 2024. Letter to go out 24/9, and live on PTA events 25/9. Shadi Fekri Yazdi has volunteered to run this event. Anne-Marie will forward any query emails from PTA email box to Shadi.</li> </ul>	<p><b>Anne-Marie</b></p> <p><b>Ella McCall</b></p> <p><b>Shadi Fekri Yazdi</b> <b>Anne-Marie</b> will forward emails to Shadi.</p>

	<ul style="list-style-type: none"> <li>• <b>Doughnut Sale</b> – planned for 18 October. Anne-Marie has confirmed selling boxes of 12 (pre-order) and individually on the day.</li> <li>• <b>Circus</b> – planned for 25 October 2024. Ticket capacity of 600 people. PTA will run bar, BBQ and snacks. Circus will sell own snacks. Scott has offered assistance for the BBQ on the day.</li> <li>• <b>2<sup>nd</sup> Hand Uniform Sale</b> – Sale date 26/9. Donation date suggested, rather than stream of 2<sup>nd</sup> hand uniform into the office in advance of next sale. Sorting evening at Stamford Green from 7.00-9.00pm on 11/11. Six evening volunteers required to sort, wash at home, label and return by 18/11 in advance of next sale date on 21/11. Denise &amp; Sarah have kindly volunteered to assist.</li> <li>• <b>Sticky Toffee Pudding</b> – Viktoria has kindly volunteered to run the competition again this year.</li> <li>• <b>Fireworks</b> – planned for 8<sup>th</sup> November. Staff covering gates and security. Will need additional volunteers to run BBQ. Shelley Illingworth is organising.</li> <li>• <b>Christmas Cards</b> – Preparation is underway at school. Anne-Marie is organising.</li> <li>• <b>Wreath Making</b> – Toy has organised previously. Matt will check with Toy if she will kindly do again this year.</li> <li>• <b>Christmas Crackers</b> – Sarah Aldridge has kindly organised to order for the school for 13/12. As this is her last year at SG, a volunteer will be needed for next year.</li> <li>• <b>Christmas Fair/Events</b> – Anne-Marie and Sarah <ul style="list-style-type: none"> <li>○ <b>Cairds Boards</b> – Matt to discuss with Claire Trowler</li> <li>○ <b>Father Christmas letters</b> – Lucy Mellor</li> <li>○ <b>Stall holders</b> – lead needed</li> <li>○ <b>Elfridges</b> – Sarah Davenport will organise</li> <li>○ <b>Grotto</b> – Sheryl will organise</li> <li>○ <b>Christmas tress</b> – need volunteer</li> <li>○ <b>Games</b> – need volunteer</li> <li>○ <b>Café</b> – need volunteer</li> <li>○ <b>Organise and decorate school Christmas tree</b> – need volunteer</li> <li>○ <b>Staff collection</b> – Anne-Marie and Sarah Smith</li> </ul> </li> </ul>	<p><b>Anne-Marie</b></p> <p><b>Anne-Marie</b></p> <p><b>Claire Trowler</b> to arrange sale dates. <b>Leigh-Ann</b> to manage donation date and sorting evening.</p> <p><b>Viktoria Tebett</b></p> <p><b>Shelley Illingworth</b></p> <p><b>Anne-Marie</b></p> <p><b>Matt Tarrant</b></p> <p><b>Sarah Aldridge</b></p> <p><b>Matt Tarrant</b></p>
<p><b>6.</b></p>	<p><b>Financial Update</b></p> <p>There is currently £10,973.03 in the bank and £40,295.69 in savings. Matt has mentioned that cash deposits are becoming more problematic. Matt will look into other options, including enquiring into Natwest Cash Deposit Safe.</p>	<p><b>Matt Tarrant</b></p>
<p><b>7.</b></p>	<p><b>Spending Plans</b></p> <p>Louise confirmed that the hall refurbishment has nearly been completed. The walls and ceiling are complete and the back stage area has been created. New tables and chairs have been purchased. Project was more expensive than previously thought due to unforeseen additional structural work. Flooring needs replacing. Cost will be £16,745.00. Letter will be sent to parents/carers discussing option to buy a floor tile.</p>	

	<p>Sunshine Beams play equipment has been agreed as the next installment in the path of adventures at a cost of £32,782.00</p> <p>Visit from an Orchestra has been proposed for Year R – Year 6 children at an approximate cost of £600.00. PTA agreed this was a wonderful opportunity for the children and approved. Louise Druce to arrange. Sarah will contact London Orchestra for additional opportunities in the future.</p>	<p><b>Sarah</b> to investigate London Orchestra opportunities.</p>
<p><b>7.</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Vacancies within PTA. To be discussed at AGM. Also volunteers required for Christmas Market to support Anne-Marie and Sarah Smith. Louise Druce to create infographic detailing PTA event and fundraising information, such as 'how many Golden Jumpers bought' etc. Matt to supply information.</li> <li>• Denise has mentioned that she works for Nyetimber Wines and can kindly provide discounted stock for events.</li> <li>• Shed update – Tidied and no food stored. Will ask after each event that stock check is carried out and information sent to next event organiser. Shadi has done stock check. She will send updated stock check after Stay and Play event.</li> <li>• Will discussed that parents/carers have suggested a covered outdoor shelter/sail for parents/carers/siblings due to extreme weather. Louise Druce explained that due to the surrounding trees, this will probably not be possible.</li> </ul>	<p><b>Louise Druce/Matt Tarrant</b></p>
<p><b>8.</b></p>	<p><b>Date of the next meeting</b></p> <ul style="list-style-type: none"> <li>• The AGM will be Wednesday 16 October at Stamford Green.</li> </ul>	