



PTA COMMITTEE MINUTES – Tuesday 1st February 2022 via Zoom

ATTENDEES

PRESENT: Viorica Toma, Rachael Douglas, Jo Meredith, Katharina Roelofs, Jeanette Triegaardt, Claire Conn, Will Haigh and Candice Levy.

IN ATTENDANCE: Elizabeth Bassett

APOLOGIES: Halima Geddes

Katharina opened the meeting by welcoming Elizabeth Bassett. Elizabeth has expressed an interest in the Treasurer role/joining the committee.

MEETING MINUTES

1. Action Points

The minutes and action points from the last meeting held on 2nd November 2021 were discussed.

- **PTA Coffee Morning: Rachael and Claire** to organise after Easter.
- **Activities 2021/22:** Claire/Jeanette/Rachael to organise a collection point at the second-hand Christmas jumper sale on the 26th November for donations for Teddies Trust. **Done - collection for Teddy's Trust CFWD.**
- **Diwali:** Katharina to organise balloons to go up at the main school gates in celebration of this festival. **Done**
- **Leaving Present for Rema:** A budget of £30 was agreed. Rachael to organise. **Done**

2. Finance Update

- We currently have approx £26k in the bank.
- We are waiting for the bank mandates to remove Larissa Reyes and add Rachael and Katharina. Carly is following up and will also ensure all the accounts are up to date.
- It was agreed to outsource all the the end of year tax work and charity status compliance to a chartered accountant so the PTA Treasurer can then focus on simply organising banking and rectifying receipts etc.
- **Rachael** to check who the current PTA accountant is and what they do for the PTA.
- **Claire** has some information on local accountancy firms worth considering and agreed to circulate to the committee.

- The committee agreed to act on this as soon as possible and voted and approved to proceed on this basis if the annual cost of outsourcing the work to a chartered accountant would be under £500.

3. PE T-Shirts Update

- It was agreed that, going forward, we bulk buy PE t-shirts and sell them at a physical stall at school once or twice a year starting in the autumn term.
- **Rachael, Katharina and Jeanette** to pick up with the PE t-shirt company, the issues we have experienced with our recent order.
- A discussion took place on processes in general. **Rachael** to find out from My Art Project if it is possible for parents to receive a mock up of their children's Christmas cards and be able to order directly with MAP. **Rachael** also to find out more about Ticket Tailor as a platform to use for online orders and payments.

4. Spending Requests

- **Early Years' Canopy:** The committee agreed to a funding request for half the cost of the canopy - £9,997.50 of the £19,995 total.

Katharina to find out from school when the EYFS canopy is going up.

- **World Book Day:** The committee agreed to a funding cost of £1,215.

5. PTA Events / Fundraising Ideas

- **Readathon:** It was agreed the Readathon will run from 3rd March (launched on World Book Day) until 17th March. It was suggested that a prize will be awarded to a child from each key stage (EYFS/KS1/KS2) for most hours read and a treat for the class that raises the most money. **Viorica** and **Rachael** to take forward, liaising with **Zoe Traviss**.

Katharina to ask Sarah Jones if she has any suggestions/a goal that we could aim to raise money for through the Readathon in the same way the Sheringdale Marathon raised money for the beach trips.

Rachael to find out how St Mike's ran their readathon and what prizes they awarded to the children.

It was suggested willing parents could pop into school during the Readathon two weeks to read with/to the children. **Viorica** to speak to **Zoe Traviss** to see if school would be happy with this idea.

- **Teddy's Trust: Claire** to organise a collection after half term.
- **Quiz Night:** Suggested date Thursday 24th March. **Rachael** to check the date with **Alex** and take forward, setting up a sub-committee to help organise and run the night.
- **Mathsnasium Fundraising/Maths Night:** We have been approached by a company who can host a fundraising maths night for the school. It was agreed to get more info on what is involved and perhaps look to doing something in the autumn term.
- **Second-Hand Board Games/Puzzle Sale:** A sale was suggested, to be held in the summer/autumn term. **Will** to find out from the Y6 when their fundraiser is so the PTA can organise a separate sale.

It was also agreed that once/twice a year, the PTA will organise an event to help raise money/collections for people in need locally.

- **Gardening Club:** The committee thought this would be a fun idea for the children, incorporating teaching and to be tied in with the Eco Club run by Jo Robinson. **Katharina** to pick up with Sarah Jones or Jo Robinson. The PTA would be happy to part fund if needed.

6. PTA Treasurer

- As above. The committee agreed that we do what we can to make the role easier.

7. Date of the Next Meeting

- **Rachael** to organise for mid March

8. AOB

- Candice announced that she is taking a break from being on the committee and will be stepping down. On behalf of the committee, Katharina thanked Candice for all her hard work and support.

No other matters were discussed and the meeting ended.