

Minutes – 11th January 2023

Attendees

Sarah Hilling, Kirsty Dowding, Shanae Eastland, Clare Waymark, Abby Joby, Angela Jackman, Emily Quinn

1. PTA Committee Update KD
a. PTA Charter

Agreed, felt to represent the school values and attributes valued in parents



PTA Mission & Charter

Our mission is to help the school by providing and supporting the facilities to ensure that all pupils receive the best educational experience.

We will remember we are all volunteers.

Our time is precious.

We recognise that we are all experiencing different things in our lives and as such be sympathetic to our individual challenges.

We will communicate in positive way without judgement.



Respect



Honesty



Courage



Kindness

- b. Teams - Need account for others to access
Connect with parents via their youngest child's school email account to allow access to Teams. Clare needs admin rights to administer this change - **DONE**
- c. Sub-committees
Discussed establishing sub-committees for events to allow parents to step up for individual events and remove the need to always be on WhatsApp, recognising that we all have lives away from the PTA - Agreed

2. Financials – Summary Provided CW
a. Autumn Term Events

| Autumn Events | Raised |
|---------------------------------|-------------|
| Non-uniform Day | £139 |
| Uniform & Christmas Jumper Sale | £129 |
| Church Fayre | £162 |
| Nativity Refreshments | £125 |
| Christmas Lunch | -£137 |
| Santa Gifts | -£261 |
| Bauble Hunt | £112 |
| PTA Cafe | £260 |
| Total | £529 |

- b. Update on available funds

| | Plan | Forecast |
|-----------------------------|---------------|---------------|
| Current Bank Balance | £14,250 | £14,250 |
| Hardship Fund (ring fenced) | £500 | £500 |
| EYFS Canopy | £8,000 | £10,000 |
| Available Funds | £5,750 | £3,750 |
| Hurst Show Funds | £6,000 | £6,000 |

c. Approval cycles

Expenses

- Expenses must be approved in advance of spend. If you are working on a sub-committee, ensure your team keeps to the pre-agreed budget.
- Submit expenses with receipts (scanned in on a 2nd sheet in the Excel file is great)
- Payments will be approved by the Chair or Vice Chair and paid once all expenses claims for an event are received

Event Budget

- A budget will be set when a sub-committee is established and has basis for a budget discussion (before committing to spend) for the purpose of running an event
- If a budget needs to be adjusted this must be agreed with the Chair, Vice Chair and Treasurer before the spend is incurred
- Spend over the budget will not be reimbursed

3. Uniform

ALL

- Inventory update required – Kirsty & Clare to list and publish
- Ever increasing supply of grey items, should we send some to The Cowshed charity?
Agreed we should send out inventory and move as much as possible through school, free if needed, any items left can be passed to Bag2School – **Clare** to organise the next Bag2School and add date to the calendar

4. Communication

ALL

- Feedback – agreed to keep WhatsApp messages short and concise, use Facebook to advertise events, publicise results and what we are raising money for. Kirsty - Advertise FB group on Bulletin, become admin on the group and change its name to Parents of St Nicholas, Hurst
- PTA Notice Board
Abby & Kirsty to establish new artwork with pictures of what we are raising for and totaliser

5. Equipment

- Shed replacement – **All** – aim to source a new / preloved but solid storage solution for PTA, as close to free as possible.
- Inventory required – **All** – equipment and supplies are spread over many garages / lofts, we need to list what we've all got

6. Spring Term Events - See list below of confirmed events

ALL

- Disco – February
- Bake Sales – Monthly / half termly
- Auction
- Sponsored Read?
- Other Ideas
All ideas scheduled and maintaining on the rolling events list, including through Summer and into the Autumn term

7. Summer Term Events - **See list below of confirmed events** ALL
- a. Hurst Show – can we get someone on the committee from the PTA
 - b. Other Ideas
As noted above, rolling events list established

8. Other Methods of fundraising KD
- a. Tesco/Waitrose/Aviva - Waitrose no longer doing store donations
 - b. Grants for Outdoor Equipment

Continued search for more funding sources as time allows – **Anyone that is able!**

Clare to investigate with JLP head office and direct with Benevity

GoFundMe for the Adventure Playground? **All to consider**

9. Update from school on spend priorities
- a. Oak Bench – installer had an accident causing a delay of a few weeks, it will be installed soon. Request to get parent involvement to move existing items from the Professors Garden to go with the bench – **Kirsty** to approach a couple of people, **Emily** and husband may be able to assist
 - b. EYFS Canopy – installers ready in the next few weeks, funds to be transferred to school. Kirsty's approved 100% payment upfront from PTA to school – **Clare** to make payment
 - c. Adventure Playground Replacement - funding and planning at a level where school can go ahead and order equipment to ensure delivery before summer. Budget required £11k, already raised £6k from Hurst Show, approx. £1k parental donation, £4k to raise as quickly as possible. Able to use PTA bank funds to cover in the short term, with funds raised getting us back to £3k agreed level.

Table of Planned Events – Master copy in Event Planner area on Teams

| Date | Event | What's Needed | Request for help | Main Contact |
|---------------|--------------------------------|---|---|----------------------------|
| Thu 09 Feb 23 | School Disco | £ per ticket, cash to spend on food, party bits (fantastic opportunity to learn the value of money and how to use it in a safe environment!); Parent need to remain responsible for their child onsite - ratio 1 adult to 3 children? | Staff to run stalls (glitter tatoos, hot dogs, drinks, licenced bar) | Abby Joby / Kirsty Dowding |
| Tue 21 Feb 23 | Yr 2 Bake Sale | £ to buy cakes | Yr 2 - get your baking / shopping hats on! | Clare Waymark |
| Thu 02 Mar 23 | World Book Day - Bedtime Story | £ to book-in | | Sarah Hilling |
| Fri 10 Mar 23 | Quiz Night - Adults | Quiz Master, parents to help | | Kirsty Dowding |
| Tue 28 Mar 23 | Bake Sale (Yr TBD) | | | |
| Fri 12 May 23 | Family Bingo (+BBQ?) | | | Shanae Eastland |
| May | Bake Sale (Yr TBD) | | | |
| Sat 24 Jun 23 | Hurst Show | | We will need helpers on our stall for the whole weekend, booking in 1 hour long slots | |
| Sun 25 Jun 23 | Hurst Show | | | |
| July | Bake Sale (Yr TBD) | | | |
| October | Auction Night | | Donations of prizes or promises; People willing to | Shanae Eastland |

ask the community for
donations