

PTA Meeting Minutes

Date: 09 July 2024, 7pm in Hangleton Primary School

Attendees: Patricia, Evey, Elif, Linda, Sarah

Apologies: Ellie, Hallie, Ellen, Nadya, Lianne

Chair: Elif

Minutes: Patricia

Last year's accounts

Last year's accounts have been submitted but not audited. Sometimes other school's parents associations audit accounts. They need printed statements and cheque books to do a full reconciliation of all payments out and in.

Action point:

Sarah is going to ask Benfield who they get to audit their accounts and let us know.

Discos:

Discos income was roughly £1,400 before expenses. Some stalls such as hairspray didn't make a lot of money. We need to do an assessment of what was profitable and what wasn't and take this into account when organising future discos.

In addition, ticket sales brought in around £900.

Action Point:

Lisa to share details of Disco profits per stall

Action Point:

Patricia to do analysis to bring to the PTA in September Treasurer's Report. We went through all the figures in the Interim Treasurer's report. Final report will be produced in August/September and brought to the first PFA meeting in September.

We need to consider taking card payments in the future, or using tokens. Speak to Charlotte Upjohn. We could also get a prepaid debit card to use for expenses.

Action Point:

Elif to ask the bank tomorrow if they do prepaid cards.

Action Point:

Patricia to complete the full report by the first PTA meeting in September.

School Pledges.

We have around £30,000 in the bank account which we could use for a project.

We could come up with some options in September and put them on an anonymous survey to all the parents.

Action point:

Sarah is going to ask the school if there's any large scale projects they would like to be financed by PTA.

Future PTA meetings

First week of September – Brainstorming meeting

Second week of September – First PTA meeting, promote to new parents (Lindsay Adams is possible new recruit and she's an events coordinator)

October – Formal AGM

Action Point:

Kirsty to put a poll out on Whatsapp and speak to school to set dates for the above
Upcoming Events Timeline

July - Leavers disco and teddy bear picnics

September/October – Xmas cards by 18th of October if we want it in time for X-mas.

Parents make orders by 6 th of November. Need to start running by week commencing 23 rd September.

October – Autumn Discos – probably after October half-term

Promoting the PTA

We discussed doing a Newsletter for the PT that could be published via Ping plus print outs. We could also do occasional posts on the school's Instagram page.

Action Point:

Sarah is going to share Benfields newsletter and some of their initiatives.

Action Point: Kirsty is going to do a flyer showing income and pledges, the date of our first meeting and she's going to share it at the teddy bear's picnic.

Fundraising Ideas

Fill up skittles bag with change and bring it back

Penny challenge.

Film night

Tea towels at the end of term

Lisa Handover

Lisa has prepared a handover document. We have a hard cover copy in a folder within the school and a copy has been uploaded to Google Drive.

Sharing Minutes

The minutes need to be sent to Sarah who can then upload them to the school's website.

Action Point:

Patricia sent these minutes to Elif to approve then send to Sarah to upload to the website.