

Minutes Cleves PTA Meeting

25th June 2022

Meeting location: Sports Hall Classroom

1. Attendees: Susie Price, Hannah Murphy, Tom Wicka, Suzanne Sanders, Jess Forster, Jo Williams, Juju Constantino

2. Apologies: Hannah Dobson, Robyn McCallum, Chris Hodges, Emma Sefton

3. Treasurer's report

Current account balance £48,986 which is an increase in over £6,000 with the majority of that from the Fete in the Field. Raffles this year (Christmas and summer) have raised £3,600 which is the same as last year.

Reserve account balance £5,339

Total in all accounts is approximately £54,000, plus there's £2,000 in the school account from October's cancelled discos.

Agreed £40,000 over 2 years to the school for the playground project (£15k & £25k) but unlikely to be charged by the school this academic year due to delays in the planning process. Therefore, need to bear this in mind with future financial planning.

4. Charity Donation

Earlier this year it had been agreed that some of the class fundraising money would go to charity. £1500 has already been donated. We can donate a further £500. Class reps will ask their classes for charity ideas. These will be forwarded to Mr Hodges who will take ideas to the school council for voting. SS will speak to class reps.

5. Playground Project

No further update as still waiting on planning permission.

6. Past events - Fete in the Field

Issues raised with the fairground companies again due to complaints from parents. SP has written suggestions regarding this for future fete planning. Overall comments about the fete were positive. Had a large attendance. Suggestion that the obstacle course needs more volunteers in the future, maybe 4-5 per timeslot.

Pizza van gave 10% of takings plus an extra £50. His vans were very popular and ran out of food. Suggest 3 vans next year.

Oversubscribed children's stall applications – encouraging to see such excitement. Great fundraising from them. Book token prize given to the best stall – year 4 children.

SP has updated the fete spreadsheet with comments and suggestions for future planning.

JW reported 2 unclaimed raffle prizes – she will continue to pursue.

7. Upcoming events

a) Mufti day – agreed for this to take place on Friday 15th July. Will be a monetary donation.

b) Discos – 8th July (yrs 3,4,5) and 15th July (year 6 leavers)

Jess Forster, Robyn McCallum and SP have met to discuss the discos. JF and RM to run the discos on the night. SP to provide disco contact and TW to organise cash for disco payment.

Disco tickets

Class spreadsheets with first names of children who previously purchased tickets will be given to class reps. Those who previously purchased a ticket for the cancelled disco in October will be asked to confirm their attendance for the upcoming one in July. Those unable to attend will have the option of donating the ticket money to the school or requesting a refund which will happen via scopay. Refund will not happen automatically, parents will need to email the PTA. Letter will be sent home in bags by Monday detailing this information and class reps will also share via whats app.

Volunteers

Will require 5-6 volunteers per disco.

Year 6 leavers disco will be financed by previous ticket sales and hoodie sales.

c) Fireworks

Quotes still be obtained by the fireworks subcommittee but all moving forward. Confirmed Curchods will sponsor the event again (£1,000) and they have offered to assist with printing of posters.

d) Ball

Kelly Porter (current year 5 parent) has offered to organise a ball. Suggestion for this to be in early 2023.

e) Quiz Night

Someone is interested in organising this. Agreed for this to be in the spring term 2023 due to very busy autumn term.

8. PTA shed and cupboard clear out

Agreed for this to take place on Tuesday 28th June at 9.30am. JW, HM and SP will meet in reception.

9. PTA Handover

Susie Price will be stepping down as chair in September 2022 as her children will have left the school. SP has been updating documents on the PTA google drive providing suggestions for future planning. She will Chair the AGM and will also be available for handover to a new chair and for any queries if they arise.

SP due to update the rest of the PTA committee on logins for various websites (eg amazon smile, easy fundraising, Elmbridge Lottery).

Charity Commission – all committee members should be on the Charity Commission.

Accounts - Confirmed that end of academic year accounts will need to be completed by the AGM (end of year 31/8/22). If profits over £25K then the accounts will need to be audited.

PTA insurance - SP to ensure all PTA committee are able to access the PTA Kind website. PTA Kind insurance is paid annually in January by direct debit.

Need to advertise the vacancy amongst the parents and ask for volunteers. JW raised a suggestion about co-chairs which may be more appealing.

10. AGM

This will aim to take place the same evening as the year 3 information evening (immediately after) in order to easily provide PTA information to new starters. Ideally a member of the PTA committee will attend each year group's information evening. HM will be at the year 3 meeting already as has children starting in September so could do that one.

11.AOB

Uniform sales: £700 raised this year. Recent successful sale held at Oatlands School with one planned for Manby Lodge on 1st July. Planning another sale in early September.

Date of next meeting: Sept 2022. Exact date TBC – once year 3 information evening has been organised.