**PTA Meeting Minutes**

**Thursday 23rd January 2020 at 7.45pm**

**The Staffroom @ Holy Trinity School - Cuckfield**

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| **No.** | **Agenda Item & Notes** |
|  | **Welcome, note attendance and apologies**  In attendance: Laura Dillon, Ann MacGregor, Jen Plenty, Laura Henger, Ailsa Body, Christa Bakker, Caroline Dawes, Shona Wells, Rachel Haffenden, Emma Saunders, Kathrine Field, Jo De Bry.  Apologies: Sarah Raison, Lindsay Smith, Karen Ford, |
|  | **Approve the minutes of the last meeting – Thursday 26th September 2019**  These were **approved** as an accurate record. |
|  | **Co-Chairs’ Report**  Amy and Jen thanked everyone for re-electing them as Co-Chairs of the PTA again for another year and welcomed the new team.  The year ahead they aim to work on:  Classlist Communications  Introduce a Donation bin for School Uniform  Rename ‘Tea & Tissues’ for new reception parents/carers  They have also decided to pass on the community Christmas commitments this year on to another organisation.  The recent event of the film nights raised over £300 in profits over x2 nights where over 250 children attended, and thanked all those that helped, and fed back that more food provisions were needed (i.e. popcorn) and in future maybe a better sound system in the hall, Ann said that she could find out how much this would cost. |
|  | **Treasurer’s Report**  N/A – as per AGM Minutes |
|  | **Head Teacher’s Report**  N/A – as per AGM Minutes |
|  | **Funding Requests**  Initially there is £750 designated to each year group, this has now been increased to £1000 per year group.  The cost can be spread termly with money coming in from the film nights, Mayor’s Procession still to come in and potential Gift Aid money of approximately £1300.  Legally as long as there is £2000 in the account by the end of March it is possible to be able to fund all funding requests.   * KS1 – x6 Magnetic Letter Sets, x6 Magnetic Boards, x6 Containers for Letters, x12 sets of RWI books costing approx. £900 * Yr2 – Individual Reading Books - £1000 * Yr5 – Sets of Treetops guided reading books for year 5 children - £1000 * X2 Paper Cutters for all year groups - £273.60 * Providing a CPD qualification for Hannah Marshall in Forest Schools training, this also included First Aid training - £1150 |
|  | **Future Events**   * Grounds Day – x1 Grounds Day this month, which involves Bird watching, some maintenance jobs and building welly racks. * Parent Social – Moving forward it was decided with so much to do before the event due to take place on 7th February that it will have to be postponed, there was 32 tickets sold which can be fully refunded. The new date set for this event is Saturday 16th May and relocate to the school hall which can be booked out for the whole weekend. * Mother’s Day Shop – All items to be £1 and will need 600-700 items and go to the pound shop for gifts, and to also look through the Christmas stuff leftover, also a sign up is needed for helpers – Laura H is happy to organise this. * Easter Egg Hunt – Need to double check with the grounds team if they want to do it, however I think it has been decided to completely scrap this idea. * Lydia (yr1 parent) has come up with an amazing idea to do a ‘Design Your Own Birthday Cake’ competition, costing £1/2 to enter and best design will win their own birthday cake, and all proceeds will go to the PTA. * Summer Fair – After the success of last year Amy and Jen are happy to run this again, with already securing a 16-piece band to play, with Warden Park student bands and HT’s school choir. There might be a possibility to have a dog agility show, pony rides and maybe a big fairground ride. |
|  | **Second-Hand School Uniform**  Is now to be stored in the disabled toilets, and Laura H to investigate storage units to be able to find uniform easily for each year group, and to keep back all good quality uniform for Pupil Premium.  Introduction of a new donation bin for school uniform to be put outside the office so they won’t have to deal with holding donations. |
|  | **AOB**  Camping – it’s a great idea however it does need to be Governor lead and parents must be willing to help, Ann to ask the governors about this first. |
|  | **Date of next meeting**  Monday 23rd March @ The Wheatsheaf from 7.45pm |