**PTA Committee Meeting Minutes**

**Tuesday 2nd May 2023 – 8:00pm**

**Wheatsheaf Pub, Cuckfield**

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| **No.** | **Agenda Item & Notes** |
|  | **Welcome, note attendance and apologies:**  **In attendance (in person)**  Sophie Lightoller - Chair  Louise Henderson - Co-Secretary  Alice Brown - Co-Treasurer  Ann MacGregor  – Head  Kat Finley – Co-Secretary  **Apologies**  Emma Hughes - Vice Co-Chair  Amy Hughes – Vice Co-Chair  Laura Dunbar – Trustee  Paulina Hechenleitner – Trustee |
|  | **Approve minutes from the last meeting – Chair**  Approved. |
|  | **Chair’s Report – Sophie Lightoller**  In terms of Fundraising, we have had a quieter start to the year with lots of planning for the Summer Term going on behind the scenes.  **Key funding requests that have been approved and actioned are as follows:**   * Year 2 had a visit from Author Kate Cunningham to support them with their learning about the Great Fire of London. A wonderful experience for the children. * Reception had their new gravel pit built, perfect for Tonka truck play. A new chalk board was also approved. * The PTA were able to part fund the year 6 hoodies for the pupil premium students. * Opera Brava took place which was very much enjoyed by Year 5 and parents and carers that got to watch. A wonderful experience for the children. **Need a new sponsor for it to continue. Contact some Opera Companies? KF / SL Cousin?** * New resources and storage were approved for the nest to make it more accessible and relaxing for the children that need a quiet space to calm a regulate. The new space looks great and such a great use of funds. * Each year group have been using their allowance on items such as guided reading books, craft kits, music resources, school trips, art resources and much more. * Forest School has been enjoyed by all.   **What’s going on:**   * The Easter Trail was a success and enjoyed by all. * Mother’s Day Shop was an enjoyable morning for the children Most gifts were sourced from small, sustainable and where possible, local businesses. * Bag2school collection a few weeks ago. Another fantastic fundraiser and sustainable and supportive project. – **All agreed to change this to termly. SL** * The Cuckoo fair bottle tombola yesterday was a great success and lovely to see so many familiar faces supporting the stall. Thank you for all the donations. Money raised £800!   Thanked all parents & teachers for the support. |
|  | **Treasurer’s Report**  Alice Brown – Co-Treasurer  See attached summary. |
|  | **Head Teacher’s Report**   * Thanked the PTA for the Easter Trail and confirmed the all the children enjoyed it. * Opera Brava was a wonderful experience. Children are very lucky to have this opportunity. 4/5 of our children were invited to audition for external roles. * Reception pleased with gravel pit. Looking for gravel to fill it. |
|  | **Funding Requests**   * Candy Floss machine proposed. Less plastic and waste and would make money back very quickly. Also, the opportunity to rent out. All voted and agreed to go ahead. * Replacements benches for playground/field. 2 or 3 needed. **LH to check for the cost and send round to committee for approval.** * Birds of Prey display for the Summer Fair – all approved. |
|  | **Future Events Spring/Summer:**   * Designated charity at the Cuckfield local market on the 13th May and plan to make and sell homemade scones, jam, jars of flowers, plants alongside Paulina who has kindly agreed to run a forest school craft activity for the children. * Colour Run scheduled for Friday 29th May between 2-3pm. All agreed to change the date to Wednesday 19th July (subject to Mrs MG confirming). **Photo opportunity and possible fundraiser. KF to contact Sophie & Tash** * Year 6 will start their fundraiser Fridays, raising funds for the leavers party and other events. * Thursday 16th June – Father’s Day Shop * 21st June – new reception parents welcome evening. * Saturday 8th July – Summer Fair - Plans are underway for our Summer Fair and key dates will be issued this week. Parent/carer help is essential in making this a success – encouraged parents to get involved. All agreed on Funding a Birds of Prey display. |
|  | **AOB**   * We need an external Auditor for accounts. Comms has been sent around and a couple of people have come forward. * Proposed to tidy up the area around the PTA lockup. Possibility to ask Beacon Fencing? |
|  | **Date of next Committee Meeting:**  25th September 2023 (Location TBC) |