

The Stoke Poges School's PTA

PTA Committee Meeting Minutes

Date: Monday 9th January 2023

1. Attendance

President: Liz Astley

Chairperson: Emily Cleary

Secretary: Saadiya Alam

Treasurer: Karrie Taylor

Buyer: Amy Chapman

Events Co-Ordinator: Amanda Benians

Helpers Co-Ordinator: Saira Awan

General Support: Aishah Tariq, Lauren Kelleher, Kelly Flaherty, Georgia

Manni Purewal

Navneet Bal

2. Apologies

Guj Chhokar

3. Update from Treasurer – see appendix for breakdown of figures.

Closing balance today £13.4k in account.

Card reader ordered today.

4. Update on STEAM Cabin and play area fundraiser

£10k committed to outdoor play area – scheduled in for the end of March for this to be laid so children can enjoy it after Easter break.

Vote on committing to an extra £2k to make it £12k in total – committee voted in favour of this.

5. Smarties Challenge

Whatsapp reminder may be good, along with note to say tubes do not need to be filled with £1 coins. Children have six weeks to raise money, suggested £5 each in flyer sent home with Smarties. Emily to send Saira whatsapp message for circulation.

6. Forthcoming Events

- Mother's Day Sale

Gifts bought and being wrapped. Ticket Tailor page also updated – 181 tickets sold so far, totalling £543 in account. Friday 10th March deadline, Mother's day reminder to be sent this week as ticket sales always go up near the end. We should also send follow up next week. Sale is on the same day as KS1 Mother's Day Assembly so we need to set up before this and have Year 6 come first so that assembly not disturbed.

- Easter Egg Hunt

Ticket Tailor page to be created – Navneet. Start selling these tickets on Friday 17th March, will give just over a week to purchase. Deadline to be Friday 24th March. Amy happy to buy Easter Eggs – need numbers for how many were sold last year.

Need to think about children with allergies – in the past some parents provided their own, in lieu of paying to join. There should be a check box on Ticket Tailor to say if child has allergies, parent should email the PTA. Saira and Chee Ching will set up on the day of the sale – Wednesday 29th March.

Uniform sale to be left until another date as will be too much to do both on the same day.

- Pizza Night

Date arranged with company is Friday 23rd June as close to food festival date and photos of children's pizzas can be used. This will also help drum up excitement for food festival. We pay £5 per child for the pizza and sell it for £6.50.

- Bag2School

23rd June is the next date for this – someone needs to be there 3.30pm – 4.00pm on Thursday 22nd June to take the bags in from parents. Amanda - help will be available for this at school.

- Food Festival

8th July is the date. We have six food stalls at the moment. Heritage Property Services is the Sponsor. They have also found someone to provide the DJ free of charge. Sub-committee are having a meeting on 20th March if anyone else wants to join. We need an Indian food stall – Masaani are closing and therefore may not be able to do it, and we also need a cupcake stall.

- Horticultural Show & Summer Fete

We have been asked if we want to do the Village Fete again – on 10th June. If we did do it, we want to have a visible stall, unlike last year. Amanda did this last year and will be happy to take on this year.

Horticultural Show – Saturday 29th July. Only made about £40 last year. Turnout can be low as it is after school has finished and always after a lot of summer events. We can decline to do it this year. Committee agreed.

- Car Wash

Car Wash is always very profitable – tentative date could be on 20th / 21st May. June is already very busy. Car Wash to be discussed further at the next meeting to see if this should be taken forward this year. Emily will also speak to Fox and Pheasant, and Pinewood Nurseries to see if they will lend hosepipe.

- Fireworks 2023

Our suppliers can provide silent fireworks but these are more expensive. Out of a six minute display we already have 1.5 minutes of silent fireworks. Supplier suggested maybe we can do half and half – some children enjoy traditional fireworks. Start with noisy fireworks, and then silent, they will be weaved in together. Price difference about £200-£250 more. General view is price increase not really worth it for just a minute and a half. We would forewarn residents once again of fireworks taking place.

Thursday 2nd November suggested as date – need to pay deposit to secure this. Committee agreed.

- Jump In – to be discussed at another meeting. They organise a night where you can have up to 100 children at Jump In for about an hour of free jumping and a lunch box afterwards. We sell the tickets. They will do all other organising and waivers etc. Maybe this can be revisited for the Autumn term.

7. Match funding HP Benevity

Georgia – works for HP. There is a volunteering portal at the company and HP match any fundraising through the portal. So any fundraising PTA does, can be put through the system and HP should match / double it. Allowance up to \$10k. Emily and Karrie have completed the paperwork needed, and we can use the Mother's Day sale proceeds to put through this first.

8. Notice Board and Signage

Manni has done the templates. Laminate – can be done at the school (Amanda). Two A3 notices for the big boards.

9. Next Meetings

7.45pm Monday 24th April

10. AOB

None.

Approval signatures:

Emily Cleary (Chairman)

Karrie Taylor (Treasurer)

Appendix – Treasurer Update

Summary of Income for Spring Term FY 22/23

	Income	Expense	Total	
<u>Income From Events</u>				
Amazon Smile	£ 51.50	£ -	£	51.50
Food Festival	£ 230.00		£	62.53
Smarties challenge	£ 150.00	£ -	£	288.80
	£ 431.50	£ -	£	402.83
<u>PTA donations to SPS & other expenditure</u>				
SUMup card reader		£ 159.80	-£	159.80
Steam Cabin		£ 591.64	-£	591.64
Parent Kind membership		£ 140.00	-£	140.00
	£	- £ 891.44	-£	891.44
Total Income for Spring Term FY 22/23			-£	488.61
Closing Balance at bank as at 27.2.23			£	13,469.20