

The Stoke Poges School's PTA

PTA Committee Meeting Minutes

Date: Monday 24th April 2023

1. Attendance

President: Liz Astley

Chairperson: Emily Cleary

Secretary: Saadiya Alam

Buyer: Amy Chapman

Helpers Co-Ordinator: Saira Awan

General Support: Aishah Tariq, Navneet Bal

2. Apologies

Treasurer: Karrie Taylor, Events Co-Ordinator: Amanda Benians, Lauren Kelleher, Manni Purewal, Guj Chhokar, Kelly Flaherty

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

Closing balance as of today: £14,617.05

£12k committed already for play area

£420 for class donations

4. Review of spring term events

- Smarties challenge went really well – a lot dropped in during the last few days. Almost £500 in the end.
- Mother's Day sale – went very well. Need to double check profit made from this, should have been more compared to what we spent.
- Easter Egg Hunt – big thank you to Saira for running this. Good event but there were many last-minute ticket sales issues from disgruntled parents.

5. Fireworks night

Now confirmed for Thursday 2nd November - 6 minutes with 4 minutes of sound and 2 minutes silent fireworks. Emily will check with Stu who he used to organise things. One more person needed to co-run this and help with organisation on the night.

6. Pizza night

Friday 23rd June (one week before the food festival). Two people needed to come in on the afternoon, once we have been given the packs, to sort them into classes. Company will take the money directly and provide booking page, we will just do the advertising.

7. Bags to School

Now on Tuesday 20th June – someone needs to be there after school on the Monday to take the bags in. Amanda or other staff members usually around to help. Emily will be there on Tuesday morning to help load up into the van.

8. Food festival

More volunteers needed – going to try and get some year 6 children involved. Suggested a meeting date with Kyra to discuss arrangements, and Liz and Kyra will be on the gate. Rota will be started to see who can volunteer half an hour on the day starting with PTA members.

9. Notice boards

Emily will contact Manni for update.

10. Leavers' donation

Emily was contacted by Year 6 parent to see whether PTA can donate a sum towards this. Last year donation was £450, suggested this year donation of £450. Approved.

11. Class donations

£30 for each class. Approved.

12. Play area update

No update on starting work yet, school ready to go but awaiting confirmation from company.

13. Forthcoming Events

Food Festival

Bags to School

Pizza night

14. Next meeting

7.45pm Monday 12th June

15. 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	£ 73.54	£ -	£ 73.54
Food Festival	£ 340.00		£ 340.00
Smarties Challenge	£ 615.47	£ 138.70	£ 476.77
Easter Egg Hunt	£ 258.80		£ 62.53
Mothers Day Sale	£ 936.14	£ 451.90	£ 288.80
	£ 2,223.95	£ 590.60	£ 1,241.64
<u>PTA donations to SPS & other expenditure</u>			
SUMup card reader		£ 159.80	-£ 159.80
Steam Cabin		£ 591.64	-£ 591.64
Popcorn		£ 93.00	-£ 93.00
Parent Kind membership		£ 140.00	-£ 140.00
	£ -	£ 984.44	-£ 984.44
Total Income for Spring Term FY 22/23			<u>£ 257.20</u>
Closing Balance at bank as at 24.4.23			<u>£ 14,671.05</u>