

PTA Meeting

Friday, 16th September 2022

7.30pm The Barleycorn Inn, Collingbourne Kingston

Attendees: Carl North (CN)
Vicky May (VM)
Kelly Caswell-Treen (KC-T) (Teams)
Harriet Phillips (HP) (Teams)
Marc Furia (MF)
Fiona Greig (FG)
Lianne Eckersley-Ford (LE-F)

Carl North welcomed attendees and introduced the new parent to the committee members. Apologies came from Lyn Probert-Ottewell and Nichola Hall.

A brief run through the list of last year's events included Easter Bingo, Year 6 SATS pizzas, Jubilee Ice creams, ice lolly sales, disco and farewell gifts.

It must be noted that all receipts are required for auditing purposes, a receipt for the Year 6 Pizza is still outstanding.

A financial report was given by KC-T , see income and expenditure account attached.

The bank account is now fully online with Lloyds Bank, this makes regular auditing and tasks such as making payments much easier and more secure. Thank you to KC-T for organising this.

£1005 from the petty cash float has been deposited into the bank account by KC-T as it was too much to keep securely in one members possession. All payments and cash transfers have a double verification process through both K C-T and CN.

Current bank balance is **£6797.78** with petty cash balance at **£178.55**.

The bank balance includes **£800.53** (remaining from a **£1000** Forest School grant).

£168 of unaccounted for petty cash from the disco glitter tattoos, Jubilee ice-creams and 2nd hand uniform sales was declared by VM. To be handed to KC-T for banking and auditing asap.

The Charity Commission Return needs to be submitted before the end of January 2023 and is in hand.

HP then discussed money spending proposals as follows:

The library books need updating with new books, high quality picture books for EYFS, Little Wandle phonics books and new authors for the upper school. Approx. £2000 has been suggested.

Hire of a book vending machine. Where tokens can be bought or gifted as prizes so that children can buy new books.

Replacement decking for the stepped seating area in the playground. Quotes for this work will be sourced by MF.

Future events and dates were suggested as follows:

Halloween disco – 19th October

Santa Canta – 4th Dec

Valentines disco – 9th Feb

Easter Bingo – 30th March

May Fair - 28th April

May disco – 25th May

Cake sales

Second-hand uniform sales

The committee agreed to have PTA members present to do tea/coffee at Parents' evening starting October 10th and run the second hand uniform rail.

Both CN and VM expressed a wish to step down from committee roles in January due to increased work and family commitments, however, would still like to volunteer for events in a more minor role. KC-T offered to make a 'Lord Kitchener' style 'Your PTA needs you' poster to help a recruitment drive.

Next meeting date to be confirmed.