

PTA Meeting Minutes – 13th December 2023 (Tipple Inn, 6-7pm)

In attendance: Marc Furia (MF), Kirsty O’Shea (KO’S), *Sophie Guildford (SG), Chris Edwards (CE), Sherry O Kuffer(SOK) & on Teams; Fiona Greig (FG) & Lyn Probert-Ottewell (LPO).*

Apologies from: Vicky May, Beth Burrows, Andrea Webb, Jo Heafy, Catherine Hartley & Harriet Phillips.

Actions & discussion from previous

- Took £155 on the bake sale and £15 on the uniform sale. Total in the account £170.
- **HP: did you speak to a gardener ref clearing the area around the decking and keeping it clean? Maybe a couple of times per year.**
- **LH: did you speak to your friend about the above point also?**
- **Any further suggestions for things to go on the Facebook page, please let MF/VM/FG know.**
- Marc will be performing as Santa in school on Monday 18th December!
- Mulled wine and mince pies for the musical soiree. Note the time change – no longer 5pm, but 3.30.

	Soiree Monday 3.30pm	St Mary’s church Weds 2pm
MF	✓	✓
SG	✓	✓
SO	Half way through	Half way through
CE	✓	✓
FG	✓	✓
LPO		✓

- **Financial Report: briefly mentioned by MF.**

Collingbourne CE Primary PTA				Month Nov 23		Registration Number:1092546			
EXPENDITURE				INCOME					
Date	Particulars	Cash	Bank	Date	Particulars	Cash	Bank		
				01-Nov-23	Opening Balance b/f	£525.65	£1,689.11		
				24-Nov-23	Bake Sale	£155.00			
					Secondhand Uniform Sale	£15.00			
30/11/2023	Balance c/d	£695.65	£1,689.11						
30-Nov-23		£695.65	£1,689.11	31-Oct-23		£695.65	£1,689.11		
					Balance b/d	£2,384.76			

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Date	Particulars	Cash	Bank	Date	Particulars	Cash	Bank
				01-Dec-23	Opening Balance b/f	£695.65	£1,689.11
04/12/2023	Lidl - Christmas Crackers for school dinner	£15.95					
31/12/2023	Balance c/d	£679.70	£1,689.11				
31-Dec-23		£695.65	£1,689.11	31-Dec-23		£695.65	£1,689.11
					Balance b/d	£679.70	£1,689.11
					Total cash and bank	£2,368.81	

- **KOS to check whether school have cups? Can we check status of the mulled wine currently in the staff room – is it for the soiree and is it in date?**
- **LPO will collect coffee, tea, milk and sugar from school and take to church (no mulled wine at the church). Times to be confirmed by VM please?**
- **Fiona to add the Elf Trail to the Facebook page to encourage villagers (not necessarily at school) to take part.**
- **CE will be doing a Just Giving fundraising event for PTA soon. London to Brighton ride. CE to give details to FG for FB push.**
- **Considered the difference between WhatsApp and Signal. There are issues with some people with WhatsApp and personal/business accounts so will stay with Signal for now. Fiona suggested using the school landline for a business WhatsApp account & ghosting the number but on the mobile. Unsure whether it will work with personal WhatsApp on the same device.**
- **CE to pick up mince pies & Mulled wine from Tesco on Friday. CE reply to Lauren to organise collection.**
- **All – If we take on a task, can we send a message to the group when task is completed so it can be updated accordingly.**
- **If anyone does spend any money from the PTA, please check with Marc or Vicky first and then submit your receipt for repayment.**
- **Leanne is no longer able to take the role of treasurer. Anyone interested, please let MF/VM know. Treasurer needs to keep a handle on the accounts, take money in the bank, get floats from the bank of needed, keep a spreadsheet up to date.**
- **FG will advertise on Facebook that we are in need of a treasurer.**
- **VM is on the Charity Commission as the previous log in has been deleted. If possible we will aim for three log ins so that we never get locked out.**
- **Wrapping the Christmas presents for classes: CE will drop off a couple of boxes at school in the morning. SG has offered to come into School on Friday after lunch to wrap the presents.**
- **VM: Do we have wrapping paper? If not please advise so we can purchase?**
- **Milk needs to be purchased for the Carol Concert on Weds. CE to check whether there is also alcohol free wine for the soiree on Monday. CE to action.**

- Prize drawer for the Elf Trail – what is going in the hamper? **MF to ask Gastro Nicks if they can donate anything. CE said he would ask Jo for baked goods also.**
- KOS asked about whether PTA would think of doing a raffle at the soiree?
 - **LH to ask Tesco about potential hampers for a raffle?**
 - KOS has raffle tickets in her classroom.
 - Will need to advertise to parents to bring change for the raffle. **Once LH has confirmed that Tesco can do something – VM to advertise on Dojo & FG to advertise on FB please?**
- What do people think about the Facebook page? 😊 Good feedback given.
- Ideas regarding a fun run. Beginning to middle of March. KOS Suggestion for name: Spring Sprint. **HP to contact Damian to see if he can help organise this?**
Potential Sat 2nd March? **VM to contact to the Village hall and ask about use of the Rec on this day.**
- Spare uniform – AW mentioned that some of the girls' dresses are light blue and not navy blue. **We do not think they will sell since it is not the colour of the school. Suggestion that Andrea might put them on eBay and sell them. General consensus in the meeting was to go ahead and try eBay please?**
- CE mentioned Tidworth Zero Waste Community – house in Tidworth where a lady collects donations from shops for families that don't have much money or are homeless. **HP & VM Would the school be interested in taking part?** KOS raised that it could be another responsibility on already overlaid staff to take ownership of. **CE will talk to Rev Jo** about whether this is something that the church could be part of – and when the children visit the church, they could take an item of food down?

Date of Next Meeting: Wednesday 31st January. 7pm in the Tipple. **VM to add to the website please?**

Close of meeting: 19:20