

MINUTES

Collingbourne Church of England Primary School

Date | time Thursday 9th May 2024 | 7.30pm *Meeting called to order by* Marc Furia (Chair)

In Attendance

Marc Furia (MF), Lyn Probert-Ottewell (LPO), Chris Edwards (CE), Sherry Osei Kuffour (SOK), Tom Bailey (TB) and Nicky Hall (NH).

Apologies

Harriet Philips (HP), Vicky May (VM), Dudley Barnes (DB).

Approval of minutes

The minutes were read from the February 2024 meeting and approved.

Financial Report

Detailed financial report attached.

Cash £787.31 | Bank £ 2,350.27 | **TOTAL £3,137.58**

PTA Secretary Position

Lyn Probert-Ottewell has agreed to take on the PTA Secretary role going forward .

Spend Requests

Year 6 pizza treat – approved.

PTA shed roof repair to be investigated.

NH to discuss other spend requests with HP so we can have a running list of projects to work to.

Event Reports / feedback

1. Cake Bake and Daffodil Sales for Mothers Day, 7th March
 - Cake bake successful raising > £180
 - Cake raffle raised < £185
 - Daffodils need to be pre-arranged with Tesco at least 2 weeks in advance to allow for donation which would make it more profitable for the work involved.
 - We need to publicise the need for CASH/COINS in advance.
2. Easter Bingo 26th March 2024
 - Raised > £450 (see attached summary)
 - Using Collingbourne Kingston VH was successful, and we would look to use again.
 - 4 games sufficient but recommend smaller hampers and more in a draw at the end OR more smaller prizes for additional lines etc.

- Irish Bingo in interval too long. Recommend changing to Last Man Standing next year where each child has a number and sits down when the number is called and gets some sweets. Last Man Standing gets Easter Egg prize.
- Cater for 30 sausage rolls, 4 bags of nachos and 1 bag of cheese. About 50 adults and 50 children present. Left over cans and nachos available for next event.

Upcoming Events

1. **Hawaiian Disco Thursday 23rd May – KS1 5-6pm; KS2 6-7pm; £2.50 per child (as per Valentines Disco)**
 - **MF to contact Justin to book**
 - **Squash – SOK (NH to check what squash is in PTA shed)**
 - **Hawaiian theme tattoos – CE**
 - **Sweets - NH**
 - **Glowsticks (or more sustainable alternative) – LPO**
 - **Poster – TB**

Future Event Planning

1. Ice lolly or ice pop sales on Fridays – **MF to talk to Baz Read re offer to store in CCC freezer**
2. Sports Day 11th June (18th June reserve Sports Day)
 - PTA to provide lollies for children at the end of sports day (and helpers) – **to be bought**
 - Sales of cans of drink available for parent during event – **MF to check with HP**
3. Leavers Play 16th July – **volunteers for serving refreshments required**
4. Musical Soiree 18th July – **volunteers for serving refreshments required**
5. Summer Fun Run followed by family BBQ – last Saturday before end of summer term
 - **LPO to check date with CCC**
 - **Venue needs to be booked**
 - **MF to approach CN & Damian to help support Fun Run**
 - **Stall holders – VM**
 - **MF to approach CCC about facilities**
6. Glitter Ball or Alternative
 - Without a committed team to support this fully, it was decided to not go ahead with the Glitter Ball this year. However, alternative options were discussed like Pig Race Night and Murder Mystery Night
 - **MF to contact PG re Race night.**
 - We want Parent feedback what they would support – can this be sent as a link in Parent Mail/Dojo? **HP/VM**
 - **LPO to check with VM hall is free Sat 30th Nov**
 - **CE to approach Tidworth Town Clerk**

AOB

1. Other fundraising ideas
 - a. CE will look into football cards. Can this be done on FB?
 - b. Any other ideas welcomed ALL.
2. Better and more timely publicity.
 - a. Monthly reminder of what events are coming up and added to FB page events.
 - b. Weekly reminder at the start of each week.
3. Set up a live list of requested items from school and approximate budgets.

- a. A record of what we have contributed for parents to see where there money is going.
 - b. Incentive to see what we are now fundraising for.
4. A place to store electronic files and a calendar.
- a. TB has created Dropbox folder
 - b. LPO to look at Microsoft or Google account to provide Calendar, PTA email, file storage for succession planning and useful planning files.

Next Meeting

Provisional date: 7.30pm Thursday 6th June 2024, Tipple Inn, Collingbourne Ducis, tbc

Motion to adjourn was made at 20:30 and was passed unanimously.

Actions Summary

Action	Responsibility
Get feedback from HP and all school staff for potential projects the PTA can help to fund.	NH
Hawaiian Disco Thursday 23 rd May <ol style="list-style-type: none"> 1. MF to contact Justin to book 2. Squash – SOK (NH to check what squash is in PTA shed) 3. Hawaiian theme tattoos – CE 4. Sweets - NH 5. Glowsticks (or more sustainable alternative) – LPO 6. Poster – TB 	MF SOK CE NH LPO TB
MF to talk to Baz Read re offer to store in CCC freezer	MF
Sports Day lollies to be bought	TBC
Confirm the sale of cans of drink at Sports Day with HP	MF
Summer fun run & Family BBQ <ul style="list-style-type: none"> • LPO to check date with CCC • Venue needs to be booked • MF to approach CN & Damian to help support Fun Run • Stall holders – VM • MF to approach CCC about facilities 	LPO MF VM MF
Glitter Ball or Alternative <ul style="list-style-type: none"> • MF to contact PG re Race night. • We want Parent feedback what they would support – can this be sent as a link in Parent Mail/Dojo? HP/VM • LPO to check with VM hall is free Sat 30th Nov • CE to approach Tidworth Town Clerk 	MF HP/VM LPO CE
CE will look into football cards.	CE
Monthly and Weekly Reminders of activities and addition of events to FB page	FG
Set up a live list of requested items from school and approximate budgets	LPO/VM
Set up PTA account and storage	LPO/TB

Financial Report

March

Collingbourne CE Primary PTA					Month Mar 24		Registration Number:1092546			
INCOME					EXPENDITURE					
Date	Folio	Particulars	Cash	Bank	Date	Folio	Particulars	Cash	Bank	
01-Mar-24		Opening Balance (A)	£721.90	£1,536.11						
07.03.2024		Bake Sale	£181.66		07.03.2024		Tesco - Daffodils bought	£50.00		
		Raffle	£95.00	£126.52						
		Daffodil Sales	£66.25							
		Christmas Nativity Scene (on Sum Up)		£48.92						
					22.03.2024		LPO - Iceland - sausage rolls	£16.00		
					25.03.2024		LPO - Hire of hall for Easter Bing	£33.00		
26.03.2024		Easter Bingo	£450.20	£106.72	26.03.2024		LPO - Tesco - refreshments	£46.70		
					26.03.2024		Carl North - Daffodils/Ribbon	£12.00		
31-Mar-24		Total (B)	£753.11	£284.16	31-Mar-24		Total (C)	£157.70	£0.00	
		Total (D)	£1,037.27				Total (E)	£157.70		
31-Mar-24		Closing Balance (A+b-C)	£1,317.31	£1,820.27						

April

Collingbourne CE Primary PTA					Month Apr 23		Registration Number:1092546			
INCOME					EXPENDITURE					
Date	Folio	Particulars	Cash	Bank	Date	Folio	Particulars	Cash	Bank	
01-Apr-23		Opening Balance (A)	£1,317.31	£1,820.27						
27.04.24		Cash banked by C. North		£530.00	27.04.24		Cash banked by C. North	£530.00		
30-Apr-23		Total (B)	£0.00	£530.00	30-Apr-23		Total (C)	£530.00	£0.00	
		Total (D)	£530.00				Total (E)	£530.00		
30-Apr-23		Closing Balance (A+b-C)	£787.31	£2,350.27						

Total in Cash Tin	£787.31
Total in Bank	£2,350.27
Total Fund	£3,137.58



Easter Bingo Summary

	ACTUAL
TOTAL INCOME	£560.80
TOTAL EXPENSES	£107.79
TOTAL PROFIT (OR LOSS)	£453.01

EXPENSES	ACTUAL
Column1	Column1
Room and hall fees	£33.00
Flowers	£12.00
Food	£46.79
Drinks	£16.00
Total Expenses	£107.79

INCOME	ACTUAL
Column1	Column1
Bingo Books Cash	£274.20
Sum Up machine transactions	£110.60
Refreshments	£176.00
Total Income	£560.80

Income	£560.80
Expenses	-£107.79
Profit	£453.01

