

Reigate Parish Church Primary School PTA Meeting

16th January 2018, 8pm

Agenda and Minutes

1) Welcome and any apologies

Apologies received from Butterflies class reps. All year groups were represented.

2) Fundraising Report (Chair)

Please see attached document.

The PTA raised over £13,000 during the first term of this academic year, the bulk of which came from the Fireworks Spectacular and the Christmas Fair. The PTA is enormously grateful to the class reps and all the school volunteers who helped us to raise such a fantastic amount.

3) Treasurer's Report (to include bank name change details)

The PTA bank account name has been changed to include Primary. We have also registered a trading name of 'Reigate Parish PTA' which will be a lot easier to fit on a cheque. We will also be able to cash cheques which miss off the 'Primary' of RPCPS, but we cannot cash cheques which do not include the PTA at the end as the school have their own account.

Otherwise, the bank account is looking healthy and requests from the school for funding are being processed. Please see attached document.

4) Head Teacher's Report

Please see attached document. Particularly positive parental response from the Y4 Egyptian Day and the YR Dinosaur Day.

5) Election of Officers

CL confirmed that the school name change has been accepted by the Charities Commission, and also that the new constitution has been submitted and accepted by the CC. The new constitution gives us more freedom to elect new roles onto the PTA and we have had volunteers for a co-treasurer role and also a publicity and promotions role. Becca Bailey (BF) and Ellen White (HB/BF) were unanimously elected.

6) Fundraising Events and projects for 2018

Mothers Day/Fathers Day mugs – didn't raise huge amounts of money and also parents will probably not be inclined to make mugs every year. It is an occasion worth capitalising on though – will trial a Mothers Day 'gift stop' whereby pupils can purchase a pre-chosen and wrapped gift for their parents. EW volunteered to coordinate. Mothers Day 11th March.

16th March – possible **uniform sale**.

Summer Fair – proposed date of 19th May clashes with royal wedding and FA cup final – as we often rely on both parents attending to enable one parent to volunteer, it has been decided to move the summer fair to **June 9th**.

Summer Fair team – needs to be in place by the end of the Spring Term or it will be hard for it to go ahead.

Christmas Fair – positive feedback regarding the early December date.

7) Requests for funding

Please see attached document. All requests for funding have been approved and there is a surplus in the bank account. Mrs Davies will look at purchasing additional IT resources with the surplus money.

8) Any Other Business

Future sponsorship – the PTA is working on a series of sponsorship packages to offer to local businesses. CL to update.

The PTA is working on a document to be sent to all parents asking for volunteer support for future events, to encourage teams of people to sign up to project manage the larger events and to ensure that individuals don't struggle with the organisational pressures. We do now have extensive handover notes for all the major planning events for the academic year so the frameworks are already in place for people to follow. Additionally, Claire Shaw is stepping down as Chair at the end of the academic year so we are looking for a new Chair (or co-chairs) for AY 2018-19. The current PTA committee would also be delighted to extend the committee to incorporate new roles such as publicity, fundraising, and vice chairs, so please do have a think about whether you/someone you know would enjoy stepping forward in this way. As ever the PTA is conscious of treading the fine line between raising awareness and boring people.

It was mentioned that parents are perhaps not aware of how many of the school activities are funded by the PTA. We can amend the dates section of the Parish Post to include 'PTA Funded' so parents realise how many of the fun school activities are paid for by the PTA. We

can also look at sending a newsletter at the start of each term detailing how we will spend the funds raised the previous term as well as the upcoming termly events.

Visual thermometer in school playground detailing fundraising achievements?

9) Date for next meeting.

May 8th 2018, 8pm.