

**Reigate Parish Church School PTA Meeting Minutes
May 9th 2016, 8pm**

Attendees

Frances Davis, Head Teacher
Claire Shaw, Chair
Lea Hamaker, Secretary
Chantal Agius, Treasurer
Celia Lister, Grasshoppers
Pauline Ebbutt, Grasshoppers
Jenny Waller, Ladybirds

Ruth Eckersall, Butterflies
Caroline Pocock, Caterpillars
Sarah Stevens, Honeybees

Apologies

Sadie Metherell, Butterflies
Gemma O’Gara, Dragonflies
Jill Wilford, Dolphins

Suzy Baker-Hedge, Turtles
Nicola Read, Dragonflies

Fundraising Report

Spring term to the current time has raised £3840.

Cakes Sales have been a big hit and continue to do well. The feeling is that this is good to have at regular intervals.

Valentine Disco made a fantastic £351.

Quiz night was a great success, raising £989

Mugs have raised £58, which might be worth considering doing every other year.

Fundraising fortnight has raised a fantastic £1524. It is definitely worth looking at running this again next year over the Easter holiday period.

PLEASE can class reps plug the giving machine and impart to parents what an amazing amount of money can be raised for the school at absolutely no expense to parents.

Treasurer’s Report –

Please see attached pdf document: PARISH PTA accounts MAY 2017

The PTA has raised in excess of £20,000 to date. A profit of around £12,339.

There is a healthy £5,909 available in the account to fund school requests.

Head Teacher’s Report –

Please see pdf document: HT PTA Report May 2017

Events for the year

Cake sales and then ice-cream sales, once the weather improves (!) will continue to be held on Friday pick up times. Each year group already has the dates assigned for their turn to be in charge.

Bingo Night has been postponed and will be moved into the Autumn term.

Summer Fair: Date set as Saturday 24th June, 12pm until 3pm.

As no volunteers have come forward to take the lead in the summer fair it Class Reps will be assigned stalls and need to arrange their own cover directly from their class to cover each activity.

The event will be paired down in order to run just the most successful elements from past fairs.

Claire Shaw will provide an overview of each Class' roles and what is required of them.

Mr Marvel has been invited back and we hope to have a fire engine on site.

Craft element still needs to be decided, Honeybees have been assigned this.

Sports Day – there are 2 separate events for this, Year 3 in the afternoon on June 27th and the infant school on the morning of June 28th.

Team colour pom-poms/flags will be sold on the school field and St Mary's sports ground where both events are happening.

Due to an issue with finding volunteers, and location, it has been decided that hot drinks will not be provided by the PTA at either event.

Summer Soiree – Saturday 15th July, 7:30 – 11:30pm.

St Mary's Church Hall.

Ticket price £20, to include food (buffet), entertainment (live band) and welcome drink. There will be a reasonably priced cash bar on the evening.

The event will be staffed, so that no volunteers are needed.

Maximum of 230 people.

The idea is for class reps to encourage attendance as an end of year gathering, instead of holding independent nights out.

Requests for funding –

Please see pdf document: Request for funding from PTA 2016-2017 updated 17.01.17

Committee agree to fund all remaining items requested.

A.O.B.

Filing Charity Commission end of year documents – Deadline is looming to get this done.

Mark Randall has found a discrepancy in last years accounts. A difference of +£700 shows in the balance of account and the documentation.

Chantal Agius to liaise with Mark and the previous treasurer, Catherine Miller-Bassi, to try and pinpoint the differential.

This is to be done ASAP to avoid any fines from the Charities Commission which would arise from late presentation of accounts.

Date for next meeting: PTA AGM Thursday September 28th 2017.