

Reigate Parish Church Primary School PTA Meeting

8th May 2018, 8pm

Meeting Minutes

1) Welcome and any apologies

Attendees: Claire Shaw (Chair); Chantal Agius (Treasurer); Becca Bailey (Treasurer and Summer Fair); Ellen White (Promotions); Celia Lister (Secretary); Frances Davis (Head); Richard Meyer (DF); Gemma O’Gara (GH); Claire Randall (DL); Kate Ferguson (LB); Charlotte Stockman (BF); Libby Rebeck (HB and Summer fair); Em Berkshire (HB); Kellie Morgan (BF/TL/Summer fair); Suzy Baker-Hedge (GR/JG)

Apologies were received from Tanya Hillsdon (BF), Caroline Wheatley (DL), Katie Cornish (Governor) and Chrissie Purdy (Valentine’s Disco).

2) Fundraising Report (Chair)

Cake sales proving very successful.

2018/19 movie nights (KS2) to be one per term.

TheGivingMachine – income hovering around £70pcm, definitely worth reminding parents how useful and easy this could be in terms of fundraising.

Document attached.

3) Treasurer’s Report

Year to date we have had income of nearly £29k; and profit of just over £17k. Last year - in the same period - we made £20.6k of income and £12.3k profit.

The Valentine's disco and the quiz both (individually) made £500 more than last year. (The disco made £1.2k and last year more like £700!).

We've reimbursed the school an extra £3k by comparison to this time last year.

Document attached.

4) Head Teacher's Report

Mrs Davis reiterated her thanks to all parents and volunteers who enable the PTA to provide so much for the school.

Document attached.

5) Election of Officers

Claire Shaw is stepping down at the end of this academic year and we will need to fill the chairperson's role on the PTA. This role could work very well with co-chairs and vice chairs, and it would make sense to have somebody poised to take over the role from the end of this academic year.

6) Fundraising Events and projects for Summer 2018

- Sports Day – PTA to consider selling refreshments – tea/coffee/pastries (KS1), soft drinks/strawberries and cream (KS2)
- Summer Fair - Mufti day on Thursday May 24th – date for parents to bring in donations.
- Summer Soirée to follow similar format to last year – same venue, food, drinks and live music.
- Last day of summer term – mufti day to encourage parents to bring in old uniform for PTA sales.

7) Requests for funding

Document attached. All fundraising requests were approved.

2018/19 – main PTA focus to be development on new outdoor area for children to play on.

8) Any Other Business

The PTA has (in conjunction with the School and Governors) drawn up Community Partnership Guidelines and sponsorship packages, meaning we now have a formal framework to follow when companies approach us to discuss link-ups. Please could class reps direct interested parties to the new Friends of the PTA section of the school website.

The PTA is creating a central repository for event templates/details – please could any event volunteers place any information they might have which would be useful to future event organisers in the PTA central dropbox.

9) Date for next meeting.

Tuesday September 25th 2018.