

## **Minutes**

### **Redbourn Primary School PTA Committee Meeting & AGM**

**Thursday 27<sup>th</sup> April 2023 at School**

**1. Attendees:**

Lucy Slatter, Sophie Stockdale, Jess Withers, Jane Haywood, Maz Lopez, Emma Fenn

Apologies: None

**2. Governance**

- Re-election of positions
  - o Chair: Nominated Lucy Slatter - By Maz Lopez, Seconded Sophie Stockdale
  - o Deputy Chair: Nominated Sophie Stockdale by Jess Withers, Seconded Maz Lopez
  - o Treasurer 1: Nominated Jess Withers by Maz Lopez, Seconded Sophie Stockdale
  - o Treasurer 2: Nominated Jane Haywood, by Lucy Slatter, Seconded Sophie Stockdale
  - o Secretary: Nominated Maz Lopez by Lucy Slatter, Seconded Sophie Stockdale
  - o Promoter: Nominated Lucy Slatter, Sophie Stockdale, Jess Withers, Jane Haywood, Maz Lopez by Emma Fenn Seconded, Sophie Stockdale, Jess Withers, Jane Haywood, Maz Lopez, Lucy Slatter
- Terms of reference/Charity commission/Trustees:
  - o Jess Withers, Sophie Stockdale and Lucy Slatter have been updated with all three as trustees.
  - o Question over when the PTA fundraises for more than themselves. EF suggests that the school collects the money and then distributes the agreed percentages to the RPTA and other charity/ies.
- Roles – possible expansion of committee – There were no additional attendees outside of the existing committee to elect any new representatives on this occasion. The topic will be brought up at future meetings and the committee agreed to look for other supporters.
  - o The roles suggested were as follows: Health & Safety PTA Link (supported by the school), Co-treasurer and Co-secretary. Both these positions already have people appointed, so the responsibilities are shared.
- Adoption of the Model Constitution: LS presented the model constitution (see additional documentation – also to go on the school website). Committee unanimously agreed to adopt it.

**3. Update on previous term's events**

- Cricketers Quiz – Should be fundraising from the Spring term quiz, Sophie to talk to them about how much was raised.
- RPTA Quiz – Swap Bingo & Quiz around in the school year so that Quiz falls in Autumn Term and Bingo in Spring term. Maz – to speak to Quiz team about a suitable date.
- Bags2school – Jane said that the lower school hadn't donated as much as previous years. Raised £90 which is £30 up from the previous time. We also were getting 10p more per kilo than previously. Jane is happy to continue to run the program.
- Discos – Raised £1220. There are some allergy/medical concerns for upcoming events. Less options to simplify this. If we added a Summer Disco it would need to be in 2024 at the start of the Summer term.
- Easter egg hunt - £190 raised minus costs. Was very popular with the children, was easy to do and there were preparations for allergies.
- Easter challenge - We got a few entries, RPTA have chosen three winners, Best Family Entry, Best Lower School and Best Upper School entries. Certificate and small prize to be given in assemblies.
- Nearly new uniform sale - Awaiting fundraising totals as some people need to pay on gateway still. A reminder needs to go out via class WhatsApps to remind people to make their donations if they haven't been able to yet. Approximately; £150 was raised. Emma to put in the school newsletter tomorrow.

#### 4. Update on this term's events

- Fun run – Jess Withers, everything is progressing well – there were some miscommunications about the timings of the runs. Emma will ensure the correct timings will be published in the school newsletter. Deadlines for raffle is Friday but we can accept some late additions. Depending on the amount raised which will come to the school for further donation, a decision will be made on how to support the charities associated; RPTA, Amy Robinson Foundation and Brain Tumour Charity.
- May ball – 100 tickets sold. It will feel like a good number without feeling like its too crushed. Raffle prizes have been gathered really well with thanks to assistance from some key parents who are business owners.
- Ice lolly sales – We have a new volunteer Marie McGrath who will be coordinating the ice lolly sales this summer.
- Summer fayre – Next meeting 9<sup>th</sup> May at Lucy's house from 7:30pm. Circus themed. Spatchcooks are catering with the RPTA purchasing the food and the proceeds going to the RPTA. Candy floss, bar food as well. Tombola, Jazzy Jars. Ideas for a magicians show in the school hall, crazy bikes or other circus performing. Stage; Tracy running a children's maypole dancing, school choir, Emma to speak to Ruth Larby about a recorder performance, Sophie to ask the Redbourn Ukulele. Fire Service and Police Service to attend. Maz to speak to Trevor Thomas and last years performers. Maz to order school raffle tickets. Inflatables booked and staff will volunteer to help run them. We can borrow the benches from the lower and upper school halls for the stage.
- Pizza event – Lucy Slatter organising, booked for 30<sup>th</sup> June, £6.50 for a kit and RPTA get £2 per pizza ordered. They prepare all the marketing, they advertise it, it's booked via their website and then on the day itself we distribute the boxes to the families that have ordered. They will be labelled with the class and the child's name. No ice lollies that day.
- Redbourn Festival – Maz & Gab on stage – speak to Rachel Mackie about if we're still needed.
- Year 6 Leavers – Liz Radford is coordinating. A donation from the RPTA of £600 will be made as a contribution for the leavers party.
- Any other plans?
  - o Coffee morning with short presentation for Nursery/Reception parents
  - o Existing Class Rep thank you & discussing the role in the next school year 11:30am-12:30pm Friday 23<sup>rd</sup> June in the Rainbow Room with the possibility of utilising the Pantry for some food and snacks. By invitation.

#### 5. Finance Update

- Overview of PTA accounts document (See addendum 1)
- Items purchased for the school so far. Maz to do marketing for the school purchases including an infographic for distribution in the headteachers newsletter and on the notice boards.
- Future plans for other spend
- Annual Report to Charity commission to be done ASAP.
- Gift Aid
- Card readers – commit to buying recommended card readers in time for the Summer Fayre

#### 6. AOB

- Date of next meeting – 10<sup>th</sup> July, 6pm Lower School

**Addendum 1:****Overview of PTA Accounts 2022-2023**

<b>Event</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>
Summer Writing Challenge	£108.00	£0.00	<b>£108.00</b>
Folk on the Common Cake Sale	£184.39	£0.00	<b>£184.39</b>
Nearly New Uniform Sale	£729.07	£0.00	<b>£729.07</b>
Bags2School	£150.00	£0.00	<b>£150.00</b>
Bingo Night	£902.90	£359.53	<b>£543.37</b>
Pumpkin Design Competition	£37.00	£0.00	<b>£37.00</b>
November Disco	£1,868.00	£421.59	<b>£1,446.41</b>
Wreath Making	£920.00	£700.00	<b>£220.00</b>
Christmas Cards	£1,103.85	£0.00	<b>£1,103.85</b>
Christmas Trees	£110.00	£0.00	<b>£110.00</b>
Winter Fayre	£6,763.99	£966.09	<b>£5,797.90</b>
Christmas Emporium	£2,741.00	£1,228.04	<b>£1,512.96</b>
Easyfundraising	£209.95	£0.00	<b>£209.95</b>
Amazon Smile	£85.21	£0.00	<b>£85.21</b>
March Disco	£1,740.50	£519.84	<b>£1,220.66</b>
Easter Egg Hunt	£410.00	£221.01	<b>£188.99</b>
Easter Challenge	£7.00	£0.00	<b>£7.00</b>
Fun Run	£2,888.00	£1,943.55	<b>£944.45</b>
May Ball			
Summer Fayre		£614.00	<b>-£614.00</b>
Council Grant	£1,000.00	£0.00	<b>£1,000.00</b>
Match Funding?	£500.00	£0.00	<b>£500.00</b>
<b>Total</b>	<b>£22,458.86</b>	<b>£6,973.65</b>	<b>£15,485.21</b>

Money Spent to support the school	<b>£42,162.00</b>
Other Expenditure for PTA Items	<b>£483.50</b>
Amy Robinson Donation from 2022	<b>£2,386.00</b>
<b>Total Spend</b>	<b>£45,031.50</b>

**Total in the bank accounts on 31/08/2022                    £46,838.99**

**Total in the bank accounts on 26/04/2023                    £17,292.70**

### Items purchased for the school 2022-2023

Item	Cost	Date
Asus Chromebook Flip and licences x 64	£21,568.00	26.09.22
Chromebook set up	£598.00	26.09.22
Chromebook trolleys x 2	£1,990.00	26.09.22
£200 per class x 15 classes	£3,000	10.10.22
Monster Phonics	£4,619.00	30.11.22
Discovery RE	£970.00	30.11.22
Chrome Books and Charging Trolley (Y3/4)	£7,427.00	30.11.22
Charging Trolleys for IT x 2	£1,990.00	30.11.22
<b>Total</b>	<b>£42,162.00</b>	