

Redbourn PTA Meeting
Tuesday 24th January, 2023
Venue: Upstairs, The Cricketers Arms, Redbourn
Minutes

Attendees:

Chair: Lucy Slatter (LS)

Deputy Chair: Sophie Stockdale (SS)

Secretary: Maz Lopez (ML)

Treasurer: Jess Withers (JW), Jane Haywood (JH)

Staff Rep: None

In Attendance: Caroline Bowman (CB) , Emma Carrion (EC)

Apologies: Emma Fenn

Topic 1 – Finances

- **1.1** Account update

JW: Handed out “Overview of finances 2022-2023” & “Items Purchased for the school 2022-2023” Please check supplemental documentation.

The vast amount of money raised in previous years has now been spent on the school’s requested items. This means that what is left in the account represents what the PTA has raised in the last year. Shows that the PTA is investing regularly in the school.

Christmas cards fundraising has not yet been paid, we have estimated £1102.50 commission to be paid in due course.

Redbourn Parish Council grant for £1,000 needs to be addressed because we have been quoted in excess of £15,000 for a single outdoor shelter.

Action: LS to ask if we can either port the funds to a different initiative? And, further opportunities for donations.

Redbourn Parish Council grant requested for supporting the fun run of £1,000, we are awaiting to hear back on the success of this request.

- **1.2** Items we’ve purchased

“Items Purchased for the school 2022-2023”

£200 per class x 15 classes ended up being spent on books rather than its intended purpose of being delegated to each teacher to decorate the classroom and make it extra special. Possibly a miscommunication, but needs to be clarified for the academic year 2023-2024.

- **1.3 Miss Fenn's wish list**

Playground markings – EC it will be nice for parents to see what the PTA is spending fundraising on in a practical way. Approx. £6,000. They should be getting done this year.

Action: LS to speak to the school about getting it booked in.

Interactive whiteboards £4,000 for two. PTA feeling is that the school may want additional chromebooks so we need to speak to the school to ascertain priorities.

Topic 2 – Events

- **2.1 Winter Fayre** – will go ahead again next year £5,757.90 profit. SS: Feedback was fantastic, the magical elves went down a storm. One parent expressed that this was the only Christmas experience they were able to do this year and it was really special for them and their children. Entry will be reduced to £1 for future events upon feedback from parents and school. The committee feel like the money raised is substantial and we're at the capacity of what we feel is reasonable to put on at the event.
- **2.2 Emporium** - £1,512.96 profit. Due to the inaccurate postings on social media ahead of the Winter Fayre and Christmas Emporium the individual who volunteered to run this does not want to do so again. Only half the class goes at once, no children are left in empty classrooms. For a variety of reasons many families do not participate. The PTA ensures that there are a variety of low priced items (even more low cost items this year than ever before). The committee are hugely appreciative of the efforts made to make the event so special for the children who seem to really love the activity. Feedback from the wider school community is that the Emporium being in school time isn't popular. PTA has agreed this warrants further discussion in the future to find some middle ground. It will need a new lead if it does go ahead.
- **2.3 Christmas Cards** – Awaiting funding to be transferred. Online was popular. Feedback for younger kids is some structure and design is given but older children need to be allowed to be a bit more creative. We will need a new lead for this in 2023. JW: Will be chasing for payment, and will investigate if she wants to take this on. JH offered to assist.
- **2.4 Christmas Trees** - £110 profit. We will need a new lead for this in 2023.
- **2.5 Wreath making** - £220 profit. Good feedback from Mandy who put on the event. Attendees had a great time and it was popular. Looking to do in 2023.
- **2.6 Disco** - £1,446.41 profit for November's disco. Volunteers are lined up for the next scheduled events. As of September the event will have to be dairy free in lower school due to an incoming severe allergy.

- 2.7 Nearly new uniform sale - £557.66 profit raised. So well organised, impressive amount of money raised. EC: Can we do a sale at school now that the electrical works have taken place. Easter seems like a good time period to buy for the summer term. Summer Fayre is too late. Waiting to see what school say about timings e.g. weekday and weekend.
- 2.8 Bingo - £543.37 it would be good to get more people attending and marketing it to all members of the family. Wine Sisters worked well, bring your own snacks was good and kept pricing down. SS + 1 will run it again.
- 2.9 Bags to School - £60.00 profit
- 2.10 Coffee Mornings for Nursery and reception parents – Do we need two separate events?
- 2.11 Folk on the common - £184.39 – was a nice fundraiser, bring a cake down on the day works well. We sold as many as we possibly could on the day and the volunteers seemed to have a good time as well in the nice environment. Was a relatively easy lift. We've been invited back again.

Topic 3 – Upcoming Events (general update)

- 3.1 Cricketers Quiz – 6 teams which is their usual. If there is a group that can do it from the PTA we would be most welcome. Likely to raise about £100.
- 3.2 PTA School Quiz – 13 tickets sold to date. Was supposed to go out last week in headteachers newsletter but didn't, so with payday looming hoping it goes out this week and gets some more sign ups. ML to speak to school office about teachers teams. In order to keep costs down there won't be fish & chips but on the success of Bingo it will be bring your own snacks (no nuts). SS doing Risk assessment and Tens license.
- 3.3 Disco – as discussed earlier
- 3.4 Fun Run – Day after the coronation. Fundraising charity/ies TBD. LS: We need to make sure our insurance covers us off site. If someone falls over on the site Everyone Active would logically need to cover this as the site owner. But as the event organisers and organisation charging for attendance we will need to make sure we have cover too. Stallholders will need relevant insurance as well. JW: to speak to the PTA insurance company
- 3.5 May Ball – No fresh updates. Leads are needed for next year's event otherwise it won't be able to go ahead.

- 3.6 Ice Lolly Sales – Needs a volunteer to own it. LS: To put a request out to see if there are any people who want to participate.
- 3.7 Redbourn Festival – 1st & 2nd July. Do we want a stall to raise awareness of the PTA OR can Maz & Gab do a 30 min spot on the stage on the Saturday doing some dancing competitions.
ML: Can we invest £100 in a pull up banner that can be on the stage/future events?
Seconded JH
ML: Coordinate printed banner & to find out if she and Gab are free to support the above request?
- 3.8 Summer Fayre – 17th June, Spatchcooks have offered to pay 50% of the food and offer all profits to the school for the BBQ. LS to put out request for a committee soon. Circus theme – Raffle Tickets £1 a ticket, Estate Agents Boards, Poster for School, Poster General, Can F&C do a door drop. ML: Liaise with Fine & Country if they would do this? ML agreed to do marketing for the event.
- 3.9 Bags for School 17th March – JH to organise
- 3.10 Sports Day – No request to support but one to watch
- 3.11 Uniform Sale – As above
- 3.12 Year 6 Leavers – Liz Radford leading on it and will feed back at a later date.

Topic 4 – Potential New Ideas from Feb to End of Term

- 4.1 Pizza @ Home – pick up on a set day
- 4.2 Easter Event – SS: Easter hamper, one per class, Easter hunt/Uniform Sale/Book Sale – using lollysticks hidden across the school playground and field. Pay via gateway, kids collect X amount of lollysticks and get an egg. Possibly PTA buys chocolates and give it to the children for free. Alternative idea about laminated signs to reduce waste. LS: To speak to Miss Fenn about options.
- 4.3 Holiday challenges; Feb Half Term, nothing. Bunting design for Fun Run. JW to coordinate. No charge.
- 4.4 Summer writing challenge; LS will coordinate
- 4.5 Cake Sales; To discuss at a later date
- 4.6 Golf Day; To discuss at a later date

- 4.7 Other Ideas; SS: Liam Anderson expressed an interest in putting on some fundraising events to encourage a more diverse audience. EC: Suggestion of clothes swap event

Topic 5 – Gift Aid, Grant Opportunities and Match Funding

To discuss at a future meeting

Topic 6 – Governance

- 6.1 Update Terms Of Reference – Lucy still working on this
- 6.2 A third Trustee is needed. SS volunteered. Lucy nominated, ML seconded.
- 6.3 JW to update charities commission website

Topic 7 – Marketing

- 7.1 Website; redo - To discuss at a future meeting
- 7.2 Noticeboards – ML: Year 6 is letting water in, quotes for a replacement come in at around £1000. SS: Can ask a local builder if a repair is possible.
Action: SS to investigate
- 7.3 Duplicate
- 7.4 Newsletter/PTA Flyer. ML brought along the printed flyers. LS to hand over to Miss Fenn.
- 7.5 New Volunteers; PTA feels like the flyers and existing recruitment efforts. Tonights event was widely promoted and no new faces attended the meeting, with the comments on social media taken into account; how can the PTA get more rounded feedback from the school community in a more appropriate setting?

Topic 8 – AOB

- 8.1 ML & CB
- 8.2 AGM date 27th April put forward. Lucy to ask the school to check.
- 8.3 Teacher Representative; if Miss Fenn is not available can we have a teacher representative to come to the meetings as their input is really important.
- 8.4 Credit card machines. Existing ones are not fit for purpose. LS: propose new ones be purchased. **Action:** LS will investigate costs.

CLOSE

Addendum:**Overview of PTA finances 2022-2023**

Event	Income	Expenditure	Profit
Summer Writing Challenge	£108.00	£0.00	£108.00
Folk on the Common Cake Sale	£184.39	£0.00	£184.39
Nearly New Uniform Sale	£557.66	£0.00	£557.66
Bags2School	£60.00	£0.00	£60.00
Bingo Night	£902.90	£359.53	£543.37
Pumpkin Design Competition	£37.00	£0.00	£37.00
November Disco	£1,868.00	£421.59	£1,446.41
Wreath Making	£920.00	£700.00	£220.00
Christmas Cards	£1,103.85	£0.00	£1,103.85
Christmas Trees	£110.00	£0.00	£110.00
Winter Fayre	£6,763.99	£966.09	£5,797.90
Christmas Emporium	£2,741.00	£1,228.04	£1,512.96
Easyfundrasing	£107.79	£0.00	£107.79
Amazon Smile	£31.27	£0.00	£31.27
Fun Run	£1,800.00	£0.00	£1,800.00
Council Grant	£1,000.00	£0.00	£1,000.00
Total	£18,295.85	£3,675.25	£14,620.60

Money Spent to support the school	£42,162.00
Other Expenditure for PTA Items	£442.50
Amy Robinson Foundation Donation (2022)	£2,386.00
Total	£44,990.50

Total in the bank accounts on 31/08/2022**£46,838.99****Total in the bank accounts on 26/01/2023****£16,469.09**

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
Total	£42,162.00	