

PTA Meeting 14/10/24 – 8.00PM

Holy Trinity CE Primary School, Sunningdale

Meeting conducted in person

Co Chair – Hannah Howe

Co Chair – Jenny Lynch

Treasurer – Sarah Harris – unable to attend

Secretary – Debra Harrison

School Representatives – Mrs Poulter, Miss Harding.

Reception – Mrs Gill

Year 1 – Mrs Swift, Mrs Woodward

Year 2 – Mrs Carpenter, Mrs Williams – unable to attend

Year 3 – Mrs McIntosh, Mrs Waters, Mrs Jowhal

Year 4 – Ms Southgate, Mrs Lynch

Year 5 – Mrs Paruk – unable to attend, Mrs Pasha – unable to attend, Mrs Van Deventer, Ms Dear – unable to attend

Year 6 – Mrs Sylvester, Mrs Pink – unable to attend

Thanks given to everyone who could attend.

Basic Housekeeping

1. Communication - Everyone in attendance agreed all PTA members are present on WhatsApp, which is proposed to be the central place for all communication.
2. Document awareness – Attention was drawn to the PTA section of the school website “Parent’s Zone/PTA” . This is the central point where all relevant documentation is stored from meeting minutes, termly financial reports and most importantly, the Policies and Code of Conduct documentation which should be viewed and adhered to by all members. These will then be signed by the Chairs and a copy kept in the office.

Fundraising

3. Individual class funds – Each class is to be given a budget per annum to sit alongside the money individual classes will raise from their own bake sales. The amount for each KS1 class to be £300p.a. and for KS2 £200p.a. The additional amount for KS1 being to support the increased need for materials used to support their greater need to develop their fine motor skills. It should be stressed to the teachers to utilise this budget as it will be reset at the beginning of every year.
4. Governors letter requesting a voluntary contribution per child – Hannah communicated the feedback which had been received from parents relating to how the request has been perceived within the community, stating there had been a number of parents who had not received the request favourably. The PTA

Chairs wanted to explore additional fundraising streams and the possibility of PTA funds being able to contribute towards the school income forecasts, whilst also understanding PTA funds are not able to fund payroll costs. The school representatives clarified the proposal of a voluntary contribution per child was indeed a step towards this, without using specific PTA funds.

Overview

5. Key Dates for the rest of 2024.

18th October – Y6 Bake Sale & Halloween costume sale.
13th November – Bags to School
15th November – Y5 Bake Sale
22nd November – Bring a Bottle & Mufti Day (fancy dress)
23rd November – Christmas Fair
5th December – Film Night
13th December – Y4 Bake Sale
20th December – Christmas Jumper Day

Christmas Fair

6. Breckenridge lettings have agreed to fund the main prize for the raffle, being an iPad. They do request sales boards are put up throughout the community again. Communication needs to be sent out to parents to request if they are not happy to continue having a board outside their house, if no communication is received we will provide the same list to Breckenridge which they had last year.
7. Hampers – all classes have been provided with their hamper theme, suggesting a deadline of 15th Nov is communicated to ensure all contributions are received in time to be able to assemble. To clarify, the class hamper colours are ...

Reception – Red
Year 1 – Silver
Year 2 – Purple
Year 3 – Gold
Year 4 – White
Year 5 – Green
Year 6 – Blue

8. Raffle – Raffle tickets will be sent out in school bags ahead of the Fair in addition to “on the door sales” on the day. In addition to the iPad main prize, we will have contributions from Magpies, Cube Fitness, any additional contributions will be greatly received.
9. External Stalls – everyone was in agreement no external stalls will be present at the Christmas Fair, focusing more on internal stalls helping to increase the PTA fundraising, compared to a nominal fee being charged per external stall.

10. Class Stalls

Reception – Personalised Santa Sacks

Year 1 – Lucky Dip

Year 2 – Entrance and Sweet Tombola

Year 3 – Bottle tombola and Christmas Jumper stall

Year 4 – Food (hotdogs & turkey baps)

Year 5 – Secrets Room

Year 6 – Santas Grotto

11. Christmas Tree – Hilliers Garden Centre to donate a Christmas tree to be positioned as the central decoration piece in the Hall, to be raffled off at the end of the fair.
12. Bar – Governors to be asked to take control of the bar. Contact Peter Grover to understand if this is a possibility.

Additional points

13. School Disco – Ideally to be held 14th February in The Village Hall, to be confirmed. Not to be marketed as a Valentine Disco!

Next Meeting

14. 11th November – 8pm, final logistics will be tied up ahead of the Christmas Fair as a priority.