

PTA Meeting 11/12/23 - 8PM

Holy Trinity CE Primary School, Sunningdale

Meeting conducted via Teams

Dialled in:

Co Chair – Jyotika Patel

Co Chair – Ingrid Badenhorst

Treasurer – Sarah Harris

Secretary – Debra Harrison

School Representatives – Mrs Poulter – unable to join, Miss Harding

Reception – Gemma Benbow, Hannah Howe

Year 1 – Wendy Wilson, Chris McClean - unable to join

Year 2 - Erica Guest - unable to join, Vanessa Kemp

Year 3 – Janice Sudell, Sam Pink

Year 4 – Joanna Pasha, Valerie Waters

Year 5 – Paula Bazley unable to join, Lianna Richardson – unable to join

Year 6 – Seona Treadaway

1. Christmas fair – what went well, learnings taken.

The consensus was the Christmas fair was successful, especially given the time frame. The Grotto being the show stopper, the amount spent on decorations made it a loss leader this year, however the decorations purchased can be utilised as assets for future years. Total takings were £5,800 with a net profit of £4,540, compared to £4,600 the previous year. The Chairs requested a joined up narrative on all communications to be the top line takings rather than profit. The experience gained stands us in good stead ahead of the Summer fair.

Considerations for the future being

- Tokens, is this a system we want to continue with? This reduces the workload for the treasurer, if purely a cash/card system is the way forward, we need to increase support for the banking process. Also for future, the preference would be for tokens to be embossed with 'HT' to minimise fraud risk.
- External stalls, it was in agreement that external stalls should not be able to take tokens. Any children who only have tokens as their sole payment

method will be able to go to the front desk and trade in for cash.

Enabling everyone to have access to all stalls.

- Card machines, some are incredibly temperamental, with poor WIFI signal being the issue. Could we do an inventory of all types of card machines so we know if all work.
- Bottle tombola – in some cases, children were seen wondering around with bottles of alcohol which had been handed to them following a winning ticket, not the best look for a school fair. To prevent this could we ensure all bottles of alcohol are only handed over to adults please.
- Chocolate tombola – It was evident that had there been more stock, this stall could have raised further funds, increase supply for next fair.
- Entrance signage – some confusion was had over ticket pricing on the door. In future, clear signage needs to be displayed to ensure a smooth entry process.
- Food stall – this was the stall that generated the most revenue and thanks to the donations the most profitable.

To capitalise on this success we need to ensure in future fairs this is always run by the school, potentially increasing to two stalls where appropriate (possibly cold food options).

It is evident the food stall needs to be manned by more than two people, so whole class support is imperative here. Also increasing communication on all marketing about what food will be available would help manage expectations.

2. Clarity needed on process of expenses reimbursement. The question was raised about the possibility of having a card linked to the bank account. The current issue with this is the need for two signatories to sign off transactions. Sarah will look into the possibility once the bank access login is completed.

There is currently a cash balance of £35k.

3. Are all potential charity options being utilised – Is it a consideration for HT to access some funds such as the “Gift wish list” which Charters use for department resources, or Gift Aid. These are to be explored.

There are also some potential revenue streams in the pipeline to fund the All Weather Track. One being a parent of a pupil offering to donate £5k. This is dependant on the school raising £25k themselves and also the time frame in which the track can be executed.

Miss Harding will provide the PTA with two quotes which have been provided and length of time the project would take to complete. The aim is to get started after Christmas.

4. Communications to be sent out for the next Bags to School day on 16th January 2024. If we could preposition parents ahead of the holidays that would be great. Increased communication had a positive effect on the amount raised on the last visit.

In addition to the Bags to School request, communications are to be sent out requesting drops of 2nd hand uniform, any unwanted Christmas gifts, books etc. which can contribute to future secrets rooms. The preferred window for these being at the same time as the bake sales.

5. School Disco to be held on 15th March at the Village Hall. Proposed timings to be KS1 4:30PM – 5:30PM KS2 5:30PM – 7PM Light refreshments to be provided, price yet to be agreed. Small detail to be communicated shortly.

6. Valentines Raffle – In previous years this has been highly successful. The aim is to have four “Wow” items. One being a potential donation of flight tickets from a Y4 parent. The PTA will collectively work together to secure these items.

7. Future PTA meeting dates for the diary. The aim is to have bimonthly meetings on the first Monday.

8th January

4th March

6th May