

PTA Meeting 25/09/23 - 8PM

Holy Trinity CE Primary School, Sunningdale

PRESENT

Chair – Lili Wakely dialled in via zoom

Communications – Jyotika Patel

Treasurer – Sarah Harris

Secretary – Debra Harrison

School Representatives – Mrs Poulter, Mrs Harding

Reception – Gemma Benbow, Hannah Howe – unable to attend

Year 1 – Ingrid Badenhorst, Wendy Wilson, Chris McClean – unable to attend

Year 2 - Erica Guest, Vanessa Kemp – attended remotely, Valerie Waters – attended remotely

Year3 – Janice Sudell, Sam Pink

Year 4 – Joanna Pasha, Jyotika Patel

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

Year 6 – Seona Treadaway

Financial Overview

- The total amount raised through PTA events for 2022/23 was £14,323, the majority being from the Christmas/Summer fairs, with film nights, bags to school and Christmas wreaths also being substantial contributors.
Using this as a benchmark it was agreed the target forecast for 2023/24 should be £15,000.
- It was worth considering the Summer Fair generated significantly less profit for 22/23 due to a significant increased outlay on items purchased such as gazebos and a bouncy castle, with the hope they can be used for future years.
In addition, the colour run, whilst being a fun event for the kids with mostly positive feedback, was not profit making and a large amount of stock purchased such as T shirts and protective glasses remained unsold. There was a positive suggestion that some of the stock could be utilised

as a future revenue generator event such as a t-shirt design/colouring in competition.

- The PTA repatriated £20,276 back into the school during 22/23, mainly funding the KS2 playground, reading retreat, Coronation coins and other learning resources for the children, for example Times Table Rock Stars.
- The Treasurer, Sarah Harris reported the PTA currently have a healthy remaining bank balance of £32,000. The consensus was that this should be taken advantage of soonest, going towards future opportunities for example the all-weather field track, once all information on this project has been collated, with the aim that the children benefit from it rather than be left unused. Overall it would be sensible to take advantage of this cash surplus rather than sit on it, while we have areas around the school, be it individual class budget shortfalls, resource gaps etc that need an injection of funding. Sarah Harris and Lili Wakely to agree.

Fund Raising

- The school requested some items to be funded through the PTA during 22/23, new dictionaries, new carpet mats, reading corners, online learning resources etc. These have all been delivered against, the only outstanding purchase is currently the new football goals which are awaiting delivery.
- The PTA asked the school to provide them with a list of requests for where they would like funding to be spent for 23/24, the comprehensive list is;
 - £200 towards each class, with the majority going towards arts/crafts and DT. This is independent from the money raised for the specific classes through bake sales. On this point it is worth pointing out for 22/23, the Reception Class overspent from their allocation by £154. Due to the nature of Early Learning, there is clearly a greater need for resources to develop the childrens' fine motor skills in addition to other areas of learning, with this in mind and also so the pressure does not continuously fall on the teachers, could it be appropriate to allocate a slightly higher budget to Reception to rectify this please.

- Library re-cataloguing £850 outlay with £199 per year for upkeep. This will start to be implemented for the children from 26/09/23.
 - Daily mile/All-weather track. This project has great benefits for the children, however, is currently in the process of collating estimates and enquiries into how best to prepare the ground surface. Gemma, the Reception Rep. has already had experience with this type of track in a previous school "Thorpe Lea" in Egham so will enquire to gain some advice on how best to proceed. In addition, Mrs Poulter will liaise with Sunningdale Parish Council for advice as they are currently undergoing similar redevelopment works to get some direction of travel.
 - An Ipad for each class for the teachers to use. Reception, Y1 and Y2 already have these.
 - Waterproof trousers for Y1. Before purchasing, it would be helpful if a note could go out in the newsletter to see if anyone has any they don't need anymore, still in good quality, that they are happy to donate.
 - Source a company who can loan laptops out for the children to use, with quotes. Mrs Poulter has a contact of a company who they currently load the Teachers laptops through, so will look in to extending to the children.
 - Athletics subscription £1,179.90.
 - The Eco Committee have requested £800/£900 to purchase a poly tunnel, plus further funding for additional items such as water butts etc.
- In addition, it was discussed if there are any more potential streams of revenue from fundraising;
 - The opportunity to introduce further events to raise funds, it was decided not to pursue this approach, with the PTA being in favour of making the existing events work smarter for us.
 - A potential option would be for parents to make a monthly donation to the PTA, as a guide £5p.m. This would be communicated to parents via the newsletter, with emphasis on this not being a request but completely the parents' discretion.
 - Review if the school could be considered for CIL funding from the parish, especially in the wake of the Sunningdale Park development.
 - Mufti day income. Currently it is easy for takings to be missed. Two solutions were suggested, simply someone stood at the gate in the morning with a bucket to collect the £1 coins, in addition, parents

could be given the bank account payment details to make a transfer for anyone who forgets on the day.

- Bake Sale revenue. This is slightly different as the money raised goes directly to the relevant class to pay for luxuries, such as ice creams at the year-end etc. The majority who attended the meeting were in agreement for the 50p cap on cakes to be removed to maximise revenue.
- The importance of raising parent awareness to the causes which the PTA are ultimately raising funds for, and targets are paramount. Communication and information provided in the newsletters needs to be heightened. In addition, it was felt that a visual aid is needed to motivate and inform parents and children, with a barometer being the preferred style.

Event Planning

- The Christmas Fair is undoubtedly the most successful fund-raising event of the year, therefore planning needs to be thought through to maximise the time we have before half term to do this.
 - The date for the Christmas fair will be Saturday 25th November. With the need to reiterate, the Christmas fair cannot be held on a Sunday, rightly due to the increased workload this creates for Mrs Hill, to ensure the school is in good working order for the next week.
 - The location of the fair will be entirely indoors.
 - There will be 7 stalls manned by Holy Trinity classes.
 - Sweet Tombola
 - Food Stall – Mrs Poulter to enquire about turkey donation, Ingrid to organise food orders.
 - Bottle Tombola
 - Secrets room
 - Pin the tail on the reindeer
 - Santas Grotto
 - Arts and crafts
- Paula will provide a list for how the above stalls are allocated through the classes.
- The bar – run by Dads

- Raffle – this is a top earner, Lili currently has the relationship with the companies who donate. In addition, it is an option for external stall holders to donate items towards the raffle.
 - External Stall holders – what was the previous charge for a stall. Jyotika will ask Nikki at the Parish council, how much they charged at their Summer fete to get a benchmark.
 - Hampers – It was suggested that we have a fixed template of which class is allocated what theme. Paula will provide this information.
 - Last year the organisation of the stalls and hampers were made easier with the introduction of relevant apps;
 - Signup.com – to be used for the manning of the stalls
 - Thingstogetme.com – to be used for allocating hamper contents.
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- Halloween is the next potential fund raiser. We need to understand if this is profitable and worth the return, or do we still just do it as a nice event for the children? Jyotika to ask Liz Walker her views as she organised this last year.
 - Bags to School – the general feeling is increased and earlier awareness to parents would be helpful. Potentially before the holiday prior to the event so people have time to sort and declutter. This is one of the most successful fundraisers so best to capitalise on it.
 - School Disco – one which undoubtedly the children would favour, however due to complexities of organising and policing, this will be parked for now.
 - The overriding feedback is that events need to have increased awareness. The easiest way to achieve this would be to have one person to oversee weekly communications, either on the newsletter or classlist.

AOB

The Sunninghill Village fete is being held on Sunday 19th November. Do we want to consider having a stall there? This was an action point from the previous meeting.

Action

- Sarah Harris/Lili Wakely to discuss increase in allocation of cash balance for areas around the school needing a fund injection.
- Sarah Harris/Lili Wakely to sign off increased class budget for Reception class.
- Gemma Benbow to contact Thorpe Lea school to gain information on how they went about their All-Weather track facility.
- Mrs Poulter to liaise with Sunningdale Parish Council for advice and guidance on how they are implementing the improvements at Broomhall Park, as this will be transferable to what we need.
- Joytika Patel to add request for Y1 waterproof donations to newsletter communication.
- Mrs Poulter to contact company who loan out the Teachers laptops, to see if this is possible for the children also.
- Jyotika Patel to oversee regular communications for events such as Bags to School, Funding requests for example an option for parents to set up a d.d. for monthly fundraising, the preferred method being on the newsletter.
- Mrs Poulter to follow up on whether HT could be considered for CIL funding from the parish.
- Paula Bazely will provide a template to guide us on which stalls the classes get allocated. Also to provide us with the same template but for class specific hamper themes.
- Mrs Poulter to enquire about turkey donations for the Christmas Fair.
- Ingrid Badenhorst to oversee the food ordering for the Christmas Fair.
- Lili Wakely to contact companies for raffle prizes, or alternatively provide the contact list to other PTA members so a larger amount of people can help out with this.
- Jyotika Patel to liaise with Nikki at the Parish Council to obtain information on how much they charged companies to have a stall pitch at their Summer Fete, this will give us a more sensible benchmark.
- Jyotika to ask Liz Walker for advice regarding the Halloween costume sale, was the revenue generated worth the push.
- ALL – to have a push and get as much done as possible before the half term for the Christmas Fair, so we are not stacked in the couple of weeks run up to the event. For example providing Hamper information is sent out to parents before the break.

Next Meeting

Monday 6th November 7:45pm arrival for 8pm start, held in the school hall.
Access via Church Road entrance.