



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

## PTA Committee Meeting Minutes

Tuesday 24th January 2023 – 7:30pm

Holy Trinity School, Cuckfield / Online

No.	Agenda Item & Notes
1.	<p><b>Welcome, note attendance and apologies:</b></p> <p><b>In attendance (in person)</b> Sophie Lightoller - Co-Chair Emma Hughes - Vice Co-Chair Amy Hughes – Vice Co-Chair Louise Henderson - Co-Secretary Alice Brown - Co-Treasurer Ann MacGregor – Head Laura Bibby – Trustee Laura Dunbar - Trustee</p> <p><b>Online</b> Kat Finley - Co-Secretary Fiona Halsey Andrew Henderson Alisa Body Charlotte Gardner Catherine Craig-Davis Gemma Stone Jo De Bry Nick &amp; Kate Bendall Stephanie Kalber Tamsin Howells Tom Lightoller Vix Koch Kim Jibson Paulina Hechenleitner – Trustee Charlie Kat Field</p> <p><b>Apologies</b> Jen Plenty</p>
2.	<p><b>Approve minutes from the last meeting – Chair</b></p> <p>Approved.</p>
3.	<p><b>Chair's Report – Sophie Lightoller</b></p> <ul style="list-style-type: none"><li>- Note of thanks to all attendees.</li><li>- Welcomed the new committee.</li><li>- Reiterated all points from the Chairs Report during the AGM prior to this meeting (see minutes).</li><li>- Went through upcoming events. Cake sales have begun. Quieter first half of term with a busier second half leading up to Easter.</li><li>- Discussed Forest School and the prospect of increasing the days per term for children now Miss Marshall is coming to the end of her training.</li></ul>



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	<ul style="list-style-type: none"><li>- Reiterated that the PTA always need helpers to make events a success.</li><li>- Ideas are always welcome.</li></ul>
4.	<b>Treasurer's Report</b> Presented by Alice Brown – Co-Treasurer See attached summary.
5.	<b>Head Teacher's Report</b> <ul style="list-style-type: none"><li>- Thanked the PTA again for all their hard work. See Head Teachers Report from AGM minutes prior to this meeting for full report.</li><li>- Discussed funding requests.</li></ul>
6.	<b>Funding Requests</b> <ul style="list-style-type: none"><li>- Ann MacGregor - £1000 (approx.) to update a few items in the reception outdoor space including new chalk board, gravel pit and tonka track.</li><li>- The Committee all voted to fund in full.</li><li>- Ann MacGregor – would like shutters/blinds for the outdoor classroom to protect it during the colder months. Ideally made of natural, sustainable material. The PTA agreed to investigate this. Check with PH and get in contact with Mr Merchant the builder.</li><li>- The Committee all voted to fund in full.</li><li>- Request from the Year 6 Leavers Committee to subsidise the Year 6 hoodies.</li><li>- The Committee all voted to fund in full.</li></ul>
7.	<b>Future Events Spring/Summer:</b> <ul style="list-style-type: none"><li>a) Cake sales (all profits to year group):<ul style="list-style-type: none"><li>20<sup>th</sup> Jan – Yr 6</li><li>27<sup>th</sup> Jan – Yr 5</li><li>3<sup>rd</sup> Feb – Yr 4</li><li>24<sup>th</sup> Feb – Yr 3</li><li>3<sup>rd</sup> March – Yr 2</li><li>10<sup>th</sup> March – Yr 1</li><li>24<sup>th</sup> March - Reception</li></ul></li><li>b) Dress down day (colourful) – 17<sup>th</sup> March</li><li>c) Mother's Day Shopping – 17<sup>th</sup> March- £1 per item. Simple and sustainable.</li><li>d) Easter Trail – 30<sup>th</sup> March. Sarah Thomas has agreed to update easter booklet. Lollypops, decorate am. Sign-up needed.</li><li>e) Year 6 Fundraiser Fridays – Summer Term</li><li>f) Cuckfield Local Market – Saturday 8<sup>th</sup> April (Cakes, Paulina/crafts? Volunteers required)</li><li>g) Bags2school – 19<sup>th</sup> April 9am. Drop off unwanted clothes and shoes</li><li>h) Cuckoo Fayre – Monday 1<sup>st</sup> May. Bottle tombola.</li><li>i) Father's Day shop – 16<sup>th</sup> June</li><li>j) Colour Run School Fundraiser – June. Date TBC - Simple sponsorship of field laps.</li><li>k) Summer Fair – Saturday 8<sup>th</sup> July</li></ul>



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	<p><b>Fundraising ideas</b></p> <p>a) Recipe Book (pre-order, Autumn/winter term)</p> <ul style="list-style-type: none"><li>- Submit healthy family recipes</li><li>- Competition for winning recipe – could it get cooked in school?</li><li>- Competition for artwork</li></ul> <p>b) Calendar – photo competition</p> <p>c) Professional photos – forest school</p> <p>d) Art Gallery</p>
<b>8.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"><li>- Discussed unrestricted funds. Alice to meet with Sarah &amp; Ann MacGregor.</li><li>- Talked more around the topic of 'Health &amp; Wellbeing'. Laura D works with development chefs who can come in and talk about the importance of Healthy Eating with the children.</li><li>- Charity days – lots of companies offer these days which people don't realise. Try and promote this to encourage involvement in events.</li><li>- Lots of fundraising opportunities with big businesses like Co-op but need someone to take this role on. Call out to parents.</li><li>- Gemma Stone to let EH know Year 6 fundraising dates to add to Classlist.</li></ul>
<b>9.</b>	<p><b>Date of next AGM</b></p> <p>24<sup>th</sup> April 2023 – 8pm – The Wheatsheaf</p>