



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

PTA Committee Meeting Minutes

Monday 23rd January 2024 – 7:30pm

Holy Trinity School, Cuckfield / Online

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies:</p> <p>In attendance (in person) Sophie Lightoller – Chair Emma Hughes - Treasurer Louise Henderson - Co-Secretary Kat Finley - Co-Secretary Sally Smitherman – Deputy Head Natalia Moore Madeleine Penny Alice Brown Susie Hunter</p> <p>Apologies Ann MacGregor - Head Jen Brown – Vice Chair Amy Hughes</p>
2.	<p>Approve minutes from the last meeting – Chair</p> <p>Approved.</p>
3.	<p>Chair's Report – Sophie Lightoller</p> <ul style="list-style-type: none">- Note of thanks to all attendees.- Went through all upcoming events- Need to push for PTA recruitment ideas as the current team are standing down in January – Summer Fair over the mic, open the helpers whatsapp group (LH to action)- We would ideally like to onboard a new team in September – January to allow for an easy transition. PLEASE put the word out. Gather a group of friends and take on something wonderful that has a lasting impact for your own and other children.- Ideas are always welcome.
4.	<p>Treasurer's Report</p> <p>Presented by Emma Hughes –Treasurer</p>
5.	<p>Head Teacher's Report</p> <ul style="list-style-type: none">- Presented by Sally Smitherman. Thanked the PTA again for all their hard work. Said how PTA funding is vital in ensuring the school has everything it needs. Very positive feedback from the Circus Day. As always, Opera Brava was a huge success and wonderful experience for the children. SS said how it's been lovely seeing new events at the school like the Circus Day & The Colour Run which in turn is creating so many memories for the children. SS insisted that the PTA let the school know if they can help in anyway and suggested that we all liaise more.



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6.	Funding Requests <ul style="list-style-type: none">- Leavers hoodies – 3 x £29 – All approved- Summer Fair entertainment – Circus or animal zoo (approx. value £700) – all approved- Leavers banner / New PTA flag – all approved-
7.	Update on new PTA roles <p>SUC – KF is liaising with 2 parents – Mel/Carla on this role and are due to meet in the next few weeks to hand over. KF has written a crib sheet with all information needed. Note to classreps – no more uniform to be donated until further notice.</p> <p>Fundraising Coordinator – Laura Emmerson has taken on this role. LH has handed over all the information/letterhead/charity information. Laura will report back before each termly meeting.</p>
8.	Future Events: <ul style="list-style-type: none">a) Friday 3rd May – Bottle Collection for Cuckoo Fayreb) Monday 6th May – Cuckoo Fayre 12-4 (Bottle Tombola) / set up from 10amc) Friday 7th June – Hamper Collection for Summer Fair - (donations allocated by year group)d) Friday 7th June – Summer Fair Raffle launchede) Thursday 13th June 9am-12am – Father's Day Shop (outdoor classroom)f) Friday 14th June – Sweet Collection for Summer Fairg) Friday 21st June – Bottle Donation for Summer Fairh) Friday 28th June – Homemade Cake donations for the Summer Fairi) Saturday 29th June – Summer Fair - 12-3pm (Summer Fair meeting to follow PTA Committee Meeting)
9.	AOB <ul style="list-style-type: none">- Bags 2 School – SL to add one in before the end of term- Smartfree Phone Childhood Movement – positive discussion on how we can help provide information and resources to parents and try to raise awareness. It would be good to find a way to unite those parents with a similar view. Discussed funding a talk to parents on this subject – Susie Hunter said she would investigate speakers and additional resources to help. SS will discuss with AM.
10.	Date of next AGM <p>Tuesday 17th September 2024 – The Wheatsheaf</p>