



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

PTA Meeting Minutes

Monday 3rd October 2022 – 6:30pm

Holy Trinity School, Online

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies:</p> <p>In attendance (in person) Sophie Lightoller - Co-Chair Emma Hughes - Vice Co-Chair Louise Henderson - Co-Secretary Alice Brown - Co-Treasurer Mrs Smitherman Kim Jibson Paulina Hechenleitner Steph Kalber</p> <p>Teams Kat Finley - Co-Secretary Abby Moul – Co-Treasurer Amy Hughes - Vice Co-Chair Nicky O'Connor – Co-Chair Camilla Phelps Caz Craig Davies Ashley Molas</p> <p>Apologies Jennifer Plenty - Trustee Laura Dunbar – Trustee Mrs MacGregor – Head</p>
2.	<p>PTA Meeting</p> <p>Approve the minutes of the last meeting:</p> <p>Approved.</p>
3.	<p>Co-Chairs' Report – Sophie Lightoller</p> <ul style="list-style-type: none">- Note of thanks to all attendees and welcome to all parents, old and new.- Very successful Summer Term ending the year having raised over 18k with much of this coming from the Summer Fair. Note of thanks to Emma & Amy for their fantastic organisation.- Funding allocated so far this term - Forest School session for each class, £250 per term class funds, Pantomime for the children.- Laura Henger is stepping down from her role as Governor Liaison Officer and Trustee. Laura has dedicated many years to the PTA and we are all hugely grateful for her dedication and commitment. Flowers and card presented to Laura.- This terms focus is strengthening relationships with Parents & Carers and getting to know those new to the school.- The 'coffee & cookies' welcome event for the new reception parents was a lovely morning with a great turnout and was lovely to see so many new faces. Thanks to Lydia Nelson for the cookies.- Lots of events planned for this term and always welcome helpers to join in the fun!



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4.	Treasurer's Report Presented by Alice Brown – Co-Treasurer
5.	Head Teacher's Report <ul style="list-style-type: none">- Mrs Smitherman has no comments.
6.	Funding Requests <ul style="list-style-type: none">- Mrs Smitherman – Book request for the whole school. £3500. Details provided and a funding request with details will be sent to all trustees for approval.- Ensemble Reza – Requested by Lyndsay Smith. PTA would like to fund for both key stages this year and funding request will be sent to all trustees for approval.
7.	Future Events <ul style="list-style-type: none">- Cake sales – need to encourage more involvement as donations have been low. Reminder that all money goes to the year group. Could we have a chart in school for the children to see? Also to know what is purchased with the money?- Bags2school – 11th October 9am drop off unwanted clothes/shoes. Book Spring collection.- Mayor's procession – 15th October all welcome – Noah's Ark theme. Each year group to paint animals.- Bonfire – 5th November Help needed for the PTA stall, Chilli for lunch volunteers.- Non uniform day – 11th November- Christmas cards – will be sent home with children end of October - online orders placed by 4th November.- Christmas shopping day – 9th December (Clare Lawrence)- Christmas trail and fair – 2nd December 2-5pm (TBC)<ul style="list-style-type: none">• Christmas trail with Father Christmas in forest school area• Trail booklet – like Easter• Bottle and sweet tombola• Raffle• Tea Towel stall and other gifts – jars flowers• Hot choc and cake stand• Mulled wine and mince pies• Games x 2 – beat the goalie / table top- Grounds day – Paulina to confirm dates – risk assessment needed
8.	Fundraising ideas <ul style="list-style-type: none">- Jumble sale - £5 per stall. 20 tables in hall. Get the children involved. Bring and remove all clothes. March/summer term?- Disco or movie night. Themed?- Parent quiz night – hall, fish & chips, BYO Summer term <ul style="list-style-type: none">- Camp out (£5 per pitch previously)- Colour run – tie in with the Holy festival- 5K trail run- Agree a date for the Summer Fair – SL to check with AM
9.	AOB <ul style="list-style-type: none">- Lettings role is still open. Reminder to be sent on class rep chat.



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	- Uniform – reminder of the second hand uniform available. Needs sorting and someone to manage it.
10.	Date of next meeting AGM – Tuesday 24 th January 7:30pm - Holy Trinity School Hall and online.