



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

## PTA Meeting Minutes

Wednesday 1st July 2020, 8.00pm

via Zoom due to Covid-19

No.	Agenda Item & Notes
1.	<p><b>Welcome, note attendance and apologies</b></p> <p><b>In attendance</b></p> <p>Jen Plenty (co-chair) Amy Hayden (co-chair) Rachel Haffenden (Secretary) Laura Dunbar (Treasurer) Laura Henger Jo de Bry Katherine Field Nicola Brewerton Sharon Brooker Christa Baker Sharon Stewart Amy Hughes Laura Turney Caroline Dawes</p> <p><b>Apologies</b></p> <p>Ann McGregor Ailsa Body Laura Dillon</p>
2.	<p><b>Approve the minutes of the last meeting</b></p> <p>Approved</p>
3.	<p><b>Co-Chairs' Report</b></p> <ul style="list-style-type: none"><li>• Thanks to those who put together village treasure hunt - fun for families and raised £60. Suggested re-release for summer to encourage more to give it a go. Jo and Kat to rerelease on Classlist.</li><li>• Acknowledged that current pandemic has necessarily put fundraising on hold during this time, but now feel it is time to move forwards with fundraising to plug the gap and will need to be more strategic on how funds are spent next year.</li><li>• Thanks to Jen for arranging treats for teacher which were well received. Surplus PTA stock donated to local food bank.</li><li>• PTA lockup has been sorted and organised - store cupboard next on list.</li><li>• PTA gazebo loaned to reception has unfortunately been broken in the wind.</li><li>• Welcome pack put together for new Reception parents by Jen, with an edited version to be sent to all parents to remind them of who the PTA are, what they do and how funds are spent.</li><li>• Class list to be amended and set up for next year by Amy.</li><li>• Jen gave a vote of thanks to all trustees who have agreed to stand down: Caroline Dawes</li></ul>



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	<p>Lindsay Smith Karen Ford Nikki Mortimer Susie Hall - special thanks for taking lead on school grounds for the last 7 years Amy Hayden - special thanks for role as co-chair. Leaving PTA to become year 2 teacher at HT.</p>
4.	<p><b>Treasurer's Report</b> Laura Dunbar presented summary of the accounts.</p> <ul style="list-style-type: none"><li>• See attached summary of accounts.</li><li>• Allocated funds £8000 - comprised of £1000 per year group, majority still to be spent, Forest school training and sessions.</li><li>• Ways to encourage year groups to spend allocated funds to enhance children's learning discussed. It was suggested that £1000 may be a bit overwhelming for teachers, so decided to allocate smaller amounts of money spread across the year.</li><li>• £500 beginning of summer term to be spent by October half term, £250 spring term and £250 summer term. Reception and Year 4 to receive £250 in September as they have already spent some of the allocated £1000. Years can discuss an advance on funds if what they want one term is more than £250.</li><li>• £10,000 raised in voluntary contributions this year (£4,000 since Jan).</li></ul>
5.	<p><b>Head Teacher's Report</b> No report and apologies sent.</p>
6.	<p><b>Funding Requests</b> None at this time</p>
7.	<p><b>Trustees</b></p> <ul style="list-style-type: none"><li>• Rachel (secretary) has contacted existing Trustees who are not on the current exec committee in order to confirm whether they would like to remain trustees or wish to stand down.</li><li>• The following trustees were once again thanked for their contribution and have agreed to stand down: Amelia Hayden Susan Hall Lindsay Smith Nikki Mortimer Caroline Dawes Karen Ford</li><li>• Jen Plenty proposed (and Laura Henger and Amy Hayden seconded) that the following should be appointed as trustees: Laura Dunbar Jo de Bry Katherine Field</li><li>• Rachel confirmed that she would contact the new trustees for personal details to register them at the Charity Commission and would check if a declaration needs to be signed in order to formalise the appointment.</li></ul>
8.	<p><b>End of Term Gifts</b></p>



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	<ul style="list-style-type: none"><li>• Class reps arranging for year groups;</li><li>• Gifts for office staff, Simon and Tony to be arranged by Amy;</li><li>• Ways to commemorate pandemic and lockdown discussed - possibly planting trees, bulbs, wild flowers in meadow, a plaque. Grounds team to advise on suitable locations. Jen will then put to Ann;</li><li>• Staff treats in staff room in last week of term to be funded by PTA.</li></ul>
9.	<p><b>Outdoor Classroom Update</b></p> <p>Nicola Brewerton</p> <ul style="list-style-type: none"><li>• £21000 raised so far through fundraising and grants.</li><li>• Building will be 12 x 6m at a cost of £22000 and will be purchased by school so VAT can be recovered *after PTA meeting a smaller size classroom was agreed with Ann (9x5m), which still comfortably sits 30 children, costing £17,495, leaving money available for groundworks, furniture and fittings – some money will still need to be raised, but not as much needed now;</li><li>• Suitable site to be located within grounds and groundworks will need to be funded and carried out;</li><li>• Looking for additional builders to quote, hoping to order building by July (school to order as will be VAT exempt);</li><li>• Estimated £400 shortfall to purchase building so may request from PTA if further grants not achieved in time. Estimated £4000 to complete internal building, intend to apply for Sussex Community Grant to compete.</li><li>• Intend to commence building by September/October.</li></ul>
10.	<p><b>Future Events</b></p> <p>a) Summer Fair - 4<sup>th</sup> July 2020</p> <ul style="list-style-type: none"><li>• Necessarily cancelled due to COVID 19 - great loss to fundraising this year;</li><li>• Jen to send Classlist message to all parents appealing for donations to the PTA on what would have been spent at school fair. Will include outdoor classroom contribution page and voluntary contribution page to enable one off or monthly contributions;</li><li>• To consider easy ways to pay for future - text to donate and PayPal calls - Jo and Kat to investigate.</li></ul> <p>b) Cake Sales</p> <ul style="list-style-type: none"><li>• Unlikely to go ahead due to COVID 19 – Jen checking with Ann.</li></ul> <p>c) Mayors Procession - 17th October 2020</p> <ul style="list-style-type: none"><li>• Organisers yet to decide if this is able to go ahead dependant on lockdown restrictions at the time.</li><li>• Laura Henger and Carrie Hobden to take the lead. Suggested Noah's Ark theme, potentially with rainbow over the top and thank you key workers. Laura H and Carried to make final decision;</li><li>• Classes to contribute work to put on the float.</li></ul> <p>d) Bonfire</p> <ul style="list-style-type: none"><li>• Organisers yet to decide if this is able to go ahead dependant on lockdown restrictions at the time;</li><li>• Initial indication if it does go ahead numbers will be dramatically reduced (max 1000 people, usually 5000);</li><li>• PTA and governors usually provide a lot of assistance in marshalling and manning the gate at the event and PTA provide the refreshment tent, resulting in it being a profitable fundraising event;</li></ul>

Commented [JP1]:



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	<ul style="list-style-type: none"><li>If it does go ahead, it may not be a fundraising event for PTA, however we should consider alternative ways to fundraise at the event.</li></ul> <p>e) Christmas Fair - 28/29 Nov or 5/6 Dec</p> <ul style="list-style-type: none"><li>It is anticipated it is very unlikely to be able to go ahead in its current form.</li><li>Need to start planning now for fair outside using the grounds. Ideas discussed include an enhanced and longer trail in the woods with tickets purchased in advance with time slots to limit numbers, outside cafe/bbq.</li><li>Jen to set up sub-committee if Ann is happy for this event to go ahead - Jen is waiting for a reply from Ann.</li></ul>
11.	<b>Alternative Fundraising Ideas</b> <ul style="list-style-type: none"><li>Online Quiz for parents - decided people may have now lost interest in these.</li><li>School lottery - decided this would be a lot of work and not very profitable and would need to replace voluntary contributions, which are very profitable.</li><li>Balloon race - not seen as environmentally friendly.</li><li>Cake competition - parent Lydia Nelson who owns Cuckfield Cakes offered to run a competition at school to design a birthday cake with £1/2 entry per child and she would provide prize of a birthday cake for KS1 and KS2. Possibly may launch this in October.</li><li>Recipe book - idea was a favourite family recipe to be published in a book. Decided was a lot of work for little profit, as printing costs estimated £3-5.</li><li>Calendar - suggested kids could contribute to pictures. Did this a few years ago and left with surplus calendars, so pre-orders would be essential in order to make a profit. Under consideration.</li><li>Merchandise - suggestions of t towels, bags, hats, teddies, water bottle, key rings. Kat to look into pricing and options.</li><li>Artwork - anonymous artwork auction where each year group does some sort of art which is displayed in hall and parents bid to buy it. Idea of a variation on this could be a Christmas decoration that children make in school (PTA provide resources) and parents then buy it back. Decided against this as one of the teachers from school (Mrs Morris) set this up last year and is going to run such an event on an annual basis for school to raise funds.</li></ul>
12.	<b>Class Reps</b> <p>Katherine and Jo</p> <ul style="list-style-type: none"><li>Vote of thanks to all class reps this year, especially difficult role during lockdown;</li><li>Number stepping down and most roles have now been filled;</li><li>Looking to increase class rep engagement with PTA next year as direct link between teachers, parents and PTA, including expecting Class Reps to attend PTA meetings – so need to be formally invited to meetings via email along with the rest of the committee.</li></ul>
13.	<b>PTA Presence at School</b> <ul style="list-style-type: none"><li>Ideas discussed to make the PTA more visible and approachable at school;</li><li>Suggested PTA exec photos/names to be displayed somewhere in school - notice board inside school gates and/or by school office;</li><li>Communicating fundraising and spending - thermometer for fundraising and pictures of resources purchased and events funded by the PTA;</li><li>Jo to investigate options to display.</li></ul>



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14.	<b>AOB</b> <ul style="list-style-type: none"><li>• Uniform sales –<ul style="list-style-type: none"><li>• not able to go ahead due to Covid 19, however can accept donations for future and for pupil premium children;</li><li>• Kat to send out Classlist request for uniform w/b 6<sup>th</sup> July.</li></ul></li></ul>
15.	<b>Date of next meeting</b> <ul style="list-style-type: none"><li>• Next PTA meeting: Wednesday 30th September 2020 via Zoom</li><li>• Next class reps meeting: Wednesday 16th September 2020</li></ul>