



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

## PTA Committee Meeting Minutes

Monday 25<sup>th</sup> September 2023 – 7:30pm

Wheatsheaf Pub, Cuckfield

No.	Agenda Item & Notes
1.	<p><b>Welcome, note attendance and apologies:</b></p> <p><b>In attendance (in person)</b> Sophie Lightoller - Chair Louise Henderson - Co-Secretary Alice Brown - Treasurer Ann MacGregor – Head Paulina Hechenleitner – Trustee Emma Hughes - Vice Co-Chair Amy Hughes – Vice Co-Chair Jen Brown</p> <p><b>Apologies</b> Laura Dunbar – Trustee Kat Finley – Co-Secretary</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> <p>Welcomed everyone back and hopes that old and new are settling back into school life.</p> <ul style="list-style-type: none"><li>- Started the term off with a new starters coffee morning for reception parents which was well attended and enjoyed by all.</li><li>- Very successful summer term, ending the year with a fantastic Summer Fair.</li><li>- Starting the new school year with our colour run this Friday which we hope will raise funds for a circus workshop day in the early spring and continue our focus on health and wellbeing.</li><li>- The theme for the mayor's procession this year is 'sporting heroes' and we hope lots of our children will come dressed up and join the parade and float.</li><li>- Very excited to fund another Forest school teacher to be trained up to help support the fantastic Gabby Dobson.</li><li>- The team are thinking about planning a weekly healthy recipe to be published on class list and instagram together with an exercise 'snack' challenge!</li><li>- Class reps 'whatsapp chat' groups are increasingly challenging to manage and are planning on sending out some guidance as to expectations for this. We encourage everyone to keep these chats to information only and avoid opinions or gossip.</li></ul>



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	<ul style="list-style-type: none"><li>- Always on the lookout for more parents to join us and coming up we would welcome anyone who would like to lead the Cuckfield bonfire stall this year.</li></ul> <p>Thanked all parents &amp; teachers for the support.</p>
4.	<b>Treasurer's Report</b> Alice Brown –Treasurer See attached summary.
5.	<b>Head Teacher's Report</b> <ul style="list-style-type: none"><li>- Thanked the PTA for all their hard work. No further comments.</li></ul>
6.	<b>Funding Requests</b> <ul style="list-style-type: none"><li>- N/A</li></ul>
7.	<b>Future Events:</b> <ul style="list-style-type: none"><li>- 29<sup>th</sup> September – Colour Run</li><li>- 29<sup>th</sup> September – Non-uniform</li><li>- 6<sup>th</sup> October – Bags 2 School</li><li>- 21<sup>st</sup> October – Mayors Procession</li><li>- 4<sup>th</sup> November – Bonfire (Ruth agreed to do food. Need a sign up for the stall or to get someone to own it)</li><li>- Grounds Day – waiting on confirmation.</li><li>- 1<sup>st</sup> December - Christmas Fair</li><li>- 8<sup>th</sup> December – Christmas Shopping Day</li><li>- Circus Workshop – Tuesday 26<sup>th</sup> or Thursday 28<sup>th</sup> March possible dates (subject to Colour Run fundraising total).</li></ul>
8.	<b>AOB:</b> <ul style="list-style-type: none"><li>- Mayor's Procession – need a Trailer (SL to ask Shaun)</li><li>- Lizzie Murry – Forest School teacher. Ideally, we would like to fund 2 sessions of Forest School per term.</li><li>- Possible bake-off competition for the Christmas Fair? Cakes get judged and sold at the fair.</li><li>- PTA lock up – fix the lanterns for the Christmas Fair (PL)</li><li>- Move uniform in the New Year. Need to have a sale once a term.</li><li>- Fundraising Role – would be great to have someone take on this role. Jen/Alice to chat to Abby.</li><li>- PL discussed repairs needed to School Grounds. AH/EH to check with Grandad Chris. Also investigate replacing the parachute (ebay)</li></ul>
9.	<b>Date of next Committee Meeting:</b> AGM/Committee Meeting Tuesday 23 <sup>rd</sup> January 7:30 – Holy Trinity School