

PTA Meeting Minutes

Kings School

Next meeting will be the AGM planned for the 27th of April, 6pm refreshment, 7pm start.

TBA with Mrs Price and Francesca.

Date	03/02/23
Time	09.00-11.00am – in person
Attending	Kate Watts, Kate Osbourne, Suzanne Smith, Laura Thaxter, Celia. Ms Orford-Kemmish to discuss girls' football kit
Apologies	Francesca Ferrari, Lisa Thomas-Brooks, Kate Sales, Nikki Nestora.

Chair	Kate Watts
Vice Chair	Kate Osbourne
Treasurer	Francesca Ferrari
Secretary	Kate Sales
Promoter	Lisa Thomas-Brooks
Other members	Suzanne Smith, Laura Thaxter, Nikki Nestora.

<u>Agenda Minutes</u>	<u>Points and Actions</u>
<p><u>PTA Members update.</u> Emma Jarvis – Has now left. Lisa Thomas-Brooks – is having some time away from PTA currently. Francesca Ferrari – is stepping down from treasurer role in April.</p> <p>Welcome, Celia, Kitty and Deborah.</p> <p>We are still looking for PTA members, especially a treasurer.</p> <p><u>Upcoming Events</u> Beauty and the Beast School Production February 2023</p> <p>Agreed refreshment prices and sales. Donuts £1.50 Tea, coffee, hot chocolate £1 Sweets 50p Cans £1 Crisps 50p</p>	<p>More cups to be brought. Petty cash and Sum up machines to be prepared. Kate W.</p> <p>Tuesday evening 5.30 (Kate O to collect Donuts) Kate O Laura Suzanne Kate W</p> <p>Wednesday evening 5.30 (Kate W to collect Donuts) Laura Kate S Kate O</p> <p>Thursday evening 5.30 Laura Kate W Kate O</p>

Raffle hampers prepared.

Tickets only to be sold for cash payments on the evening of performances, no sales to under 18s.

Uniform

Reviewed uniform prices and agreed to keep these the same.

Next sales will be at all 3 beauty and the beast performances.

Financial update

PTA total funds

Bank statement dated 30 Dec 2022 £2749.31

Still receiving steady funds from the school lottery on average £50 per week, this has gone up since recent advertising.

Amazon Smile ending in February.

Still receiving uniform requests/ only small amounts, currently, usual for this time of year.

Had £1,040 = funds for memorial for Mrs Clarke sensory room £583 spent so £437 remaining.

Requests from School

Science Department -Request for battery packs for x 5 have just received the invoice for this £475.00.

Would like to buy two more battery packs for x5.

PE Department - Girl's football tops, We have £270 in crowd funding, agreed that PTA would fund the rest which will be approximately £80.00.

PE Department - Girl's football kit approximately £350, We have a sponsor.

Kate O to allocate tickets.

Reminders to be sent for Raffle sales and refreshments.

All donations have been washed and returned by the PTA.

Laura to follow up on the rest of the order, which is to be completed by April.

Francesca to make payment.

To be reviewed at the next meeting.

Francesca to make payment when invoice received.

Kate W to email finance to agree this spending.

Kate W to transfer crowd funding funds to PTA account.

Kate W to liaise with sponsor, Mrs Price, Finance and Ms Orford-Kemmish.

Donation to beauty and the beast performance, to be agreed after refreshments and raffle totals have been counted.

Any other business

Discussed the possibility of a PTA newsletter, Celia is happy to do this.

Discussed the possibility of providing water at the next sports day.

Discussed more promotion for the treasurer role.

Discussed making sure inclusivity is explained clearer. Anyone welcome, grandparents, carers, family and friends.