



The Baston School PTA Committee met on Wednesday 2nd October from 1930hrs at White Horse meeting room

MINUTES

1. Attendees: Emma Bush (EB), Lucy Hartley (LH), Colleen McCallum (CM), Christina Tam (CT), Gemma Wright (GW).
2. Apologies: Katherine Ashwell, Clare Burke, Carly Manna, Scott McCallum, Rebecca Mills (RM).
3. Minutes of last meeting approved and signed off.
4. Matters arising / Items for funding
 - a. **Library Bus update:** Since the September PTA meeting, books from Peters have been ordered and now received. It may be necessary to add further books in some sections, such as factual literature. Almost all books have now been labelled. The remaining monies may be used to be a doormat to try to keep the inside of the bus clean and dry, and also some small stools to be used as additional seating downstairs.
 - b. **Farm/garden Area update:** EB presented a rough plan for the farm area, to be situated behind the Yaer 1 and 2 mobile classrooms. The gravel, soil and fencing that is needed has been promised from the farming families that attend school (the Addys and Allens). Railway sleepers are needed for the actual raised beds and EB has received a quote of £863.64 for 36 sleepers. Niamh Addy (year 4 parent) has contact with several farm representatives who may be able to help financially. **EB to approach NFU Mutual for a possible grant.**
 - c. **Gazebo Area update:** Research regarding pricing is ongoing
 - d. **Playhouse update:** Research regarding pricing is ongoing
5. Treasurers Report: Colleen presented her report (attached).
6. Tuck shop: All agreed that Smartie tube money collection would be too difficult during tuckshops. Variation in fruit type is ongoing, last week 125 portions were sold.
7. Cake Raffle: this will begin on 18th Oct. **EB to check cake raffle dates with RM**
8. Xmas Raffle: Copies of the request letter were distributed to attending members of the committee. In the coming weeks the following individual will distribute request letters in the following areas:

CM/SM	Peterborough trade area
CT	Spalding
EB	Stamford
GW	Deeping

9. Xmas Fayre: Confirmed date of Friday 6th Dec, straight after school. Father Christmas will be visiting and meeting children in the Bus. Gifts will be selection boxes, entrance to see Father Christmas is £3.00 for a 5 min visit. There will be a dress down day in exchange for a colour raffle item. Bulk buy sweets from

Supermarket offers as far as possible in preparation for fayre as prizes, as well as using those left over from Disco. Possibly have school choir singing at fayre. Bottle stall to use up left over bottles of Prosecco from Bus Opening Fayre. Other stalls could be Tissue Teaser, mystery prize on the Christmas tree was very successful last year. Find the elves dotted around school.

EB to confirm dress down date and circulate list of Xmas Fayre stalls from last year.

GW to source 6 elves to be dotted around school.

EB to ask RM if 100 square game can be held again.

10. Future events

- a. Disco: PJ the DJ has been booked for all discos this academic year. Possible UV disco next time, where entrance fee is £5 to include a white t shirt so making best use of UV disco, as an alternative to regular disco format. ***GW to investigate cost of UV pens and white t shirts.*** Volunteers still needed.
- b. Movie Night: Thursday 7th November to watch Pets 2. Wrist bands in place of tickets will be given to children to indicate payment has been made.
- c. Penny Jars: Delay this activity until January as this term is already full of activities.
- d. Xmas Bake Off: Delay this activity to make it a possible Easter Bake off, as this term is already full of activities.
- e. Guest Readers: ***CT to speak to Rebecca Amos regarding Warwick Davies, since his children attend a local school that Rebecca teaches at.***

11. Any other business: Jason Fenn has been booked for Christmas Party Day. Still require baubles to be purchased for each school child to receive. ***EB to contact buyer at Baytree for baubles.*** Christmas Gift stall will be held again on party day in the afternoon. ***EB to pass email list of committee members to CT to allow circulation of meeting minutes. ALL members of committee to try and recruit additional parent volunteers.***

12. Date, time and Location of the next meeting: **Wednesday 20th November at 1930hrs, White Horse, Baston.**

Baston C of E Primary School P.T.A

Committee Meeting 2 October 2019

Treasurers Report

The new school year has begun with the same gusto and enthusiasm as seems the norm for the Baston PTA. We can already look forward to discos, raffle collections, weekly tuckshop, cake raffles, movie night and Christmas events.

In amongst all these events, a new PTA treasurer has been appointed. We are currently involved in the handover process and are arranging for the bank signatories to be updated. There may be some information or transactions which I am not yet up to speed with. I ask please for your patience during this time.

Lisa Holmes has graciously provided me with the information available on the bank statement, as well as the financial statements needed for today's report. I hope that going forward I am able to provide as efficient and meaningful a role as Lisa has done for the past number of years.

Our bank balance at the 2nd of September 2019 was £9,933.87. We received a total income this month of £2,943 and have paid out £1,427.61. This leaves our balance at £11,049.26 as at the 30th of September 2019. Two cheques totalling £194, for Children in Need, are still to be presented. This will bring our bank balance to £10,855.26.

We have paid £25 for tuckshop lollies for the 2018/2019 year. For the current year we paid £42.81 for educational treats, £12.21 went towards gift stalls, £1,313.62 towards the bus and £33.97 towards Penny Wars.

Our first batch of books was received for the bus, having spent £974.25 on these. For the smooth running of the library; a bar code reader, ipad cover and screen protector, alphabet labels and slip covers, bar code stickers, laminator pouches and book labels were purchased.

We have £7,276.10 remaining of the bus funds. This leaves us with £3,579.16 for PTA activities.

Baston School PTA - Treasurers Report as at 1st October 2019

Fundraising	Income	Expenditure	Net Profit /(Loss)
	£	£	£
Tuck Shop			
Cake Raffle			
subs / Gift Aid			
Organised			
Educational Treats		42.81	-42.81
Refreshments			
Quiz Night			
Disco			
Easy fundraising			
2nd hand uniform			
Xmas Raffle			

Xmas Fayre				
Gift Stalls		12.21	-12.21	
Xmas Party				
Xmas Cards				
Xmas Tree				
Film Night				
BUS	0	1,313.62	-1,313.62	
Label Planet				
Bags 2 School				
water bottles				
Bus Opening Fayre				
Summer Fayre				
Penny wars		33.97	-33.97	
Sponsored Read				
PTA UK				
Misc Exp				
	0.00	1,402.61	-1,402.61	0.00

PTA Bank **Reconciliation**

Cash Book Balance

Balance @ 01/09/19 **12,257.87**

Total Receipts

Total Payments -1,402.61

Balance @ 31/08/20 10,855.26

Bank Statement Balance - Natwest 11,049.26

Less: Unpresented Cheques

Chq No

Children in Need 2017/18 -92.00

Children in Need

43708.00 -102.00

-194.00

Less: Unposted Lodgements (On Statement not on Ledger)

0.00

Plus: Unpresented Lodgements (Ledger not on Statement)

0.00

Balance @ 31/08/20

10,855.26

0.00

Bus 2018 to 2019

<u>INCOME</u>	Accounts	Emma sheet	Diff
Crowd funder for the Bus - Transfer	657.12	657.12	0.00
PMK Recycling Ltd	500.00	500.00	0.00
BGL Group Limited	1,000.00	1,000.00	0.00
Mrs Webb cash donation towards Library bus	20.00	20.00	0.00
Ballast Phoenix Ltd	400.00	400.00	0.00
All Churches - Donation towards Library Bus	1,500.00	1,500.00	0.00
Quiz held by White Horse Pub - Donation towards Bus	134.00	134.00	0.00
Non Uniform Day	80.00	80.00	0.00
Waitrose and Baston Church - Donations towards Library bus - Chq	1,185.00	1,185.00	0.00
Corvin Fox Ltd	75.00	75.00	0.00
Porcher Abrasive - Donation towards Library bus	250.00	250.00	0.00
Rotary Deeping Chair	360.00	360.00	0.00
BK Supplies Ltd - Donation toward library bus - Chq	520.00	520.00	0.00
South Kesteven donation towards Library Bus	1,500.00	1,500.00	0.00
Baston Events Donation toward Library Bus	6,000.00	6,000.00	0.00

Warburtons Donation towards Library Bus	250.00	250.00	0.00
Spendlove Donation towards Library bus	250.00	250.00	0.00
Chapel Motors Donation towards Library Bus	250.00	250.00	0.00
White Horse - Doantion towards Library bus	116.61	116.61	0.00
Garfield Weston - Doanation toward library bus	3,000.00	3,000.00	0.00
South Kesteven donation towards Library Bus	500.00	500.00	0.00
Groundworks (tesco)	3,000.00	3,000.00	0.00
Groundworks (tesco)	1,000.00	1,000.00	0.00
masonic Lodge	500.00	500.00	0.00
Donation toward bus from the Later family selling Asparagus	36.03	36.03	0.00
PTA		9,000.00	-9,000.00
Sponored Read	2,070.04	2,070.04	0.00
LarkFleet	2,500.00	2,500.00	0.00
Polwright School - never actually received monies		1,000.00	-1,000.00
Baston Parish Council - never actually received monies		1,500.00	-1,500.00
Branch Bros Voucher - never actually received monies		50.00	-50.00
	27,653.80	39,203.80	-11,550.00

EXPENSES

Sainsbury Cleaning items	13.49	13.49	0.00
Lidl cleaning items	5.90	5.90	0.00
Lidl Cleaning Items	24.01	24.01	0.00
Homebase Cleaning scrapper and wire brush	15.49	15.49	0.00
Branch Bros - Label remover	5.39	5.39	0.00
Collection pots for pub	2.00	2.00	0.00
bus purchases - Mr A Squires	66.76	66.76	0.00
Martyn Industrials - Library bus Flooring	58.20	58.20	0.00
Paint and Paint brush -Stringers	7.69	7.69	0.00
Pearce Capentry - Library Bus 50% Deposit	6,000.00	6,000.00	0.00
Screw Fix cleaning items	9.49	9.49	0.00
BSW Window - Library Bus new door	577.96	577.96	0.00
Inside out - masking tapes and brushes	44.17	44.17	0.00
NS Flooring - Bus Library	850.00	850.00	0.00
Pearce Capentry - Library Bus - Final Balance	4,800.00	4,800.00	0.00
SKDC Exempt Cert	45.00	45.00	0.00

Amazon - fire retardent spray / wood presever	38.53	38.53	0.00
Fencing around bus	354.92	354.92	0.00
PPG - paint for bus	104.47	104.47	0.00
Library Bus GroundWorks - Trevor Lyon	3,653.50	3,653.50	0.00
School paid for Alarm and Internet for Bus - reimbursing	748.00	748.00	0.00
M Fire/Alram Line paid by school		1,000.00	-1,000.00
Amazon - hearing loop	109.95	109.95	0.00
Amazon - Book stands	77.94	77.94	0.00
Gregg Durose - Art work for bus	605.00	605.00	0.00
Prographic - Bus	3,649.56	3,649.56	0.00
Kents of Spalding - towing Library bus to School	300.00	300.00	0.00
Inside out - Clear Silicone and applicator	39.45	39.45	0.00
Amazon Stickers	7.38	7.38	0.00
Sleepers for Library bus - Emma bush	475.08	475.08	0.00
Branch bros - Sleeper/compost/mulch	66.35	66.35	0.00
Branch bros - mesh and nail plates	10.02	10.02	0.00
Wilko - Picture frame	11.50	11.50	0.00
Jonathan Harvey - bus Interiror	576.00	576.00	0.00
Jonathan Harvey - bus Interiror	600.00	600.00	0.00
EGM Techincal	2,758.68	2,758.68	0.00
Smartz UK Ltd	870.00	870.00	0.00
Prographic - Bus	163.20	163.20	0.00
SLA	89.00	89.00	0.00
Branch bros - voucher spent		50.00	-50.00
Jonathan harvey - upholstring (sent stright to Parish Council)		1,500.00	-1,500.00
Ipad for library system	230.00	230.00	0.00
Library software			0.00
	28,064.08	30,614.08	-2,550.00

Total spend left -410.28 8,589.72 -9,000.00

Bus 2019 to 2020

BUS ANALYSIS 2019-2020**Balance brought forward****8589.72****INCOME**

	Accounts	Emma sheet	Diff
	0.00	0.00	0.00

EXPENSES

Bar code reader	45.99	45.99	0.00
Peters Ltd (first load of books)	974.25	974.25	
Ipad cover and screen protector	26.98		
Alphabet labels and Slip Covers	86.09		
Box files and laminator pouches	105.36		
Double sided sticky tape	1.90		
bar code stickers	10.00		
Book Labels from Amazon and PTS	63.05		
	1,313.62	1,020.24	293.38

Total spend left -1,313.62 -1,020.24 -293.38**Closing Balance****7,276.10**