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**Heather Ridge Infant School**

**Parent-Teacher Association Meeting**

**Friday 26 March 2021 13:30 - , hosted on Zoom**

# **MINUTES**

**Attendees:**  Sarah Elliott (SE) - President, Laney Fleet (LF) - Chair, Jenny Sturt (JS) - Treasurer, Adam Bisi (AdB) – Secretary,

**Apologies:** Amar Bhundia (AB);

1. **Treasurer’s Report**

JS sent full Treasurer’s Report by email just before the PTA meeting.

JS updates during the meeting:

1. Confirmed net amount of £1,533 and need to raise another £1000 for the year. Amount down this year against average.
2. There is enough money in the account to cover expenses this year and commitments for next year.
3. Duck Eggs already paid for last year (since they were cancelled money carried forward) SE to check with Julie.
4. Caterpillars after school club grant for outdoor improvement awarded. Advised the club to use standard expenses form so easier to track and PTA to reimburse total amount of £500.
5. Account needs to be submitted to the Charity Commission every year and Surrey Heath Council for this and next financial years to prove we have spent the grant correctly.

LF yet to complete expenses for Mother’s Day. Expenses not more than £100.

1. **Bank Mandates**
2. JS confirmed at least 3 signatories required.
3. It was agreed the following 3 will be signatories; SE, LF and JS.
4. It was agreed one signatory can sign up to £1,000.
5. It was agreed any amount above £1,000 will require 2 signatories to sign.
6. **Date for full PTA meeting**
7. Constitution requires to give parents notice of 20 days.
8. LF suggested after the Easter break.
9. It was agreed to have the full PTA meeting on Thursday, 22nd April from 19:45. Meeting will be for about an hour.
10. SE and LF to look into communicating the PTA meeting date via ParentMail and WhatsApp groups, respectively.
11. JS called out parents need to take up more roles in the PTA such as Vice-Treasurer or Audit roles. (*Post meeting note – also Vice Chair)*
12. SE mentioned the poster shared previously as an example to encourage parents to get involved with the PTA. LF to modify the poster and look to share with parents.
13. **Plans and ideas for Fundraising**
14. SE acknowledged receipt of Happy Bags for 22nd April. LF to send out reminders during the Easter break and first week back to school.
15. LF called out second hand uniforms still available at £1 per item. There has been some uptake but people are expecting bigger sizes (especially 9-10yrs jumpers).
16. School places for new pupils should be confirmed mid-April but SE mentioned with the pandemic, it will difficult getting parents to the school.
17. LF offered a ‘pop-up uniform sales’ as long as she is able to reduce the rack height to fit the uniforms into her van. SE offered to arrange parking the van by the bungalow pathway and suggested targeting different classes per week. Remaining uniforms can be left in the PTA shed rather than LF having to take them back home. Parents should be informed that the uniforms can be ordered any time instead of waiting for a week.

AdB left the meeting at 14:00.

1. **School Lotteries -**SE has sent a link to a school lotteries website that some other schools have used.
2. **Summer Fair -** Do not know if it will be possible this year.  Waiting for government guidance.  Ravenscote have Cancelled theirs.  SE to discuss with other Head Teachers to make sure all schools in the area are consistent.
3. **22nd April - Happy Bags** - LF to confirm date.
4. **14th May - Break the rules day** -  Pupils pay 50p per rule broken from a list of options.  (Payment in advance through PTA events website)
5. *Post meeting note (JS)  Must allow for 31p booking fee and 1.75% Platform fee on each purchase through PTA events.*
6. **3rd - 27th May - Scratch Card Raffle** - PTA buys £n of Scratch Cards.  We sell raffle tickets and whoever wins the draw (on 27th May) wins all the scratch cards.
7. **20th June - Father's Day** - Dad Joke book
   1. All the Children write a joke for the Joke book
   2. Competition for children to draw a picture of Dad for the front cover
   3. Print A5 size
8. Find out cost of printing A5 books from printer of Year 2 leavers books (LF)
   1. Is it worth getting suggestions from some fathers on what they might like?
9. **July - Jumble Trail**- People pay £5 to have a stall / table outside their house (£10 for commercial properties) where they can sell what they want.  School provides a map of the locations of all the tables.
   1. Cake Stall at school
   2. Krispy Kreme - we can get a discounted rate of £5.50/dozen for plain ring doughnuts and sell for £1 each.
   3. Ice pops sold outside bungalow (PTA have a freezer in the shed)
   4. Can we put something at each stall for the children to spot / draw and complete the map to win a small prize (e.g. a lollypop) to encourage people to go round all the tables.
10. **AOB**

Year 2 Leavers books - (not run by PTA and it is not fundraising, it breaks even).  Someone needs to prepare the leavers books.  Christine ? and Lou ?  have been volunteered.  To talk to LF.