**Minutes of PTA Meeting**

**22nd February 2018**

**Present:**

Sarah Elliott, Claire Ing, Katie Chapman, David Davies, Mel Hailstone, Lisa Glen

**Apologies Received From:**

Mark Jennings, Izel Botha, Jacques Botha, Emma Morrison, Karen Bell

**1. Agree Previous Minutes**

The minutes were to be agreed via email as a true record of the meeting.

**2. Treasurers Report**

Treasurer Report – February 2018

Account Summary

The account has available funds totalling £21,541.65 as of 19th February 2018.

£13,898.38 of this is allocated to the reserve funds as detailed in the table below. This includes a proposed £300 reserve set aside for the Year R duck eggs. Agreement of this is sought at the 22nd February 2018 PTA Meeting with the decision to be recorded in the meeting minutes.

This leaves £7,643.27 of free reserves that are available for allocation.

2017/2018 Reserve Breakdown (Event Management/Donations)

|  |  |  |  |
| --- | --- | --- | --- |
| Reserve Fund  | Item  | Amount  | Total Spent/Reserve Fund  |
| Event Management  | Circus 2017 Booking Admin Fee  | £78.00  | £132.94  |
| Summer Fair 2018 Stall Prizes  | £44.20  |
| Christmas Fair 2018  | £10.74  |
| “Big Project” Fund  | Outbuilding  | £6,951.56  | £6,951.56  |
| Coach Trips  | Coach Trip (Birdworld)  | £235.00  | £1,892.00  |
| Coach Trip (Bocketts Farm)  | £250.00  |
| Coach Trip (Boscombe Beach)  | £600.00  |
| Coach Trip (G-Live)  | £190.00  |
| Coach Trip (Milestones)  | £247.00  |
| Coach Trip (Winchester Planetarium)  | £370.00  |
| Leavers  | Leavers Gifts 2017 (Dictionaries)  | £149.70  | £447.12  |
| Leavers Gifts 2017 (Other)  | £297.42  |

Page Break

2017/2018 School Year Event Summary

Assuming that all event expenses have been submitted, £4124.45 has been raised since the start of the 2017/2018 school year. The amounts raised by each event are detailed below:

|  |  |  |
| --- | --- | --- |
| Event  | Money Raised  | Notes  |
| Pamper Evening  | £504.20  |  |
| Pumpkin Hunt 2017  | £52.46  |  |
| Second Hand Uniforms  | £51.82  | £13.10 increase from the last report due to additional money received in February.  |
| Ecokids 2017  | £158.40  |  |
| Christmas Fair 2017 * Bridges Sponsor
 | £125.00  |  |
| * Raised on the Stalls
 | £2440.58  | £11.00 increase from last report due to additional money received from the School Council Christmas Stall.  |
| Christmas Disco 2017  | £402.36  |  |
| Christmas Cards 2017  | £183.56  |  |
| Christmas Theatre 2017 - Woking  | £114.79  |  |
| Christmas Theatre 2017 - Camberley  | £91.28  |  |
| Total  | £4124.45  |  |

Items to discuss at PTA Meeting on 22nd February 2018:

1. £6,951.56 of the £10,000 “Big Project Fund” has been spent on the outbuilding. Should the PTA be expecting another invoice for the concrete base to come out of the “Big Project” Fund? Invoice subsequently issued by school.
2. Is the £300 reserve for the Year R duck egg reserve approved by the committee? Does it need to be more/less? It was agreed and added to committed reserves for future.
3. Signatories for the PTA account to be agreed and the upper limit that any one signatory can sign for. See separate document for details.
4. There are two cheques issued by the PTA that have not been cashed. Have these been cancelled?
* Cheque 101216 issued on 13th September 2017 for £50 – Deposit for Adult Disco (Heather Ridge Community Association). Event never took place as there was not enough interest.
* Cheque 101219 issued on 19th September 2017 for £123.37 – Hall Hire Adult Disco (Heather Ridge Community Association). Event never took place as there was not enough interest.

**3. Governors Report**

* The efforts to raise funds have been very successful and a credit to the committee's energy and initiative.
* An abiding demonstration of the benefits to the school is the wonderful outbuilding constructed on the site. It is remarkable and will doubtless make a valuable contribution to facilities there.
* The recent committee members over the past couple of years have been very active in fundraising and are to be congratulated for having improved the outcomes.
* Its a pity there is so little support for the PTA from the parent body. Consideration should be given to the possibility of recruiting more active members.

**4. Event Updates**

**Circus -** Circus has been booked for Sunday 14th October. We have completed the initial booking form and will hear no more from Happy's Circus until after Easter when the tickets and posters will arrive. It was decided that it would be a good idea to put together a Circus Sub Committee. Need to check with the circus that they have DBS certificates prior to arrival in October. Discussed the possibility of a brewery on site on the day of the event. Look into licensing.

**Duck Eggs** – Committee approved the purchase of the Duck Eggs from The Ethical Chick and Duck Hatching Kit Provider at a cost of £250 + VAT for Year R. Agreed for it to be put on committed donations going forward.

**May Ball –** Renamed 'Springtime Ball' with a date set as 20th April 2018. Katie has secured the venue and a band at a good rate. Ticket prices are £30 per head which will include a 3 course meal and possibly reception drink. There will be a band and disco.

**Easter Extravaganzer/Egg Hunt –** Mel Cooper to co-ordinate.

**Quiz Night** - Currently 14 tickets have been sold.

**Shopping Bags –** There had been some discussion and confusion as to whether the children had drawn their pictures. Sarah Elliot has resolved these concerns. Discussed the possibility of having a stall outside at pickup to further promote the sale of the bags.

**Ecokids –** No update received.

**Summer Disco** – DJ has been sourced. Need to form a committee and set some dates.

**5. AOB**

Sarah Elliott wished to personally thank Katie and Kelvin Chapman for sourcing the carpet for the Learning Den for free. She also wished to thank Dan Took for laying this for free - all of which was done during half term.

David Davies has officially resigned from the board of governors after serving for 6/7 years. We thank David for all he has done for the school, the children and the staff and he will always remain a part of the Heather Ridge Family.

Sarah Elliot has requested we raise funds for a further hut.

First Aid Courses – CI has received a contact from the children’s centre and is in the process of awaiting a quote from her.

If you have any new ideas for fundraising, please let any of the PTA Committee members know.

**Date of Next Meeting:19th April 7-8pm**