

# Sutton at Hone PTA

## Minutes

### Meeting: Wednesday 25<sup>th</sup> April 2018 – 8pm

**Attendance:** Emma Downie (ED), Kirsty Whitcombe (KW), Lauren Gardiner (LG), Anna Simmonds (AS), Lee Newitt (LN), Laura Spooner (LS), Laura Barnard (LB), Surein Rheeder (SR)

**Apologies:** Sophie Stubbs (SS), Karen Trowell (KT)

**NEXT MEETING DATE:** Wednesday 13<sup>th</sup> June (The Chequers, Darenth 8pm)

<b>Minutes of the last meeting</b>	Agreed
<b>Conflict of Interests</b>	None Declared
<b>Committee Updates</b>	Following the departure of two committee members, as discussed at the previous meeting, LG has now moved from the position of Vice Treasurer to Secretary.
<b>Financial Report</b>	<p>Profits from recent events were:</p> <p>Quiz Night £319.60 Easter Egg Hunt/Egg Sales £229.28</p> <p>We have also received £68.95 from Easy Fundraising, although total raised so far through this is £479.68. The deposits from Easy Fundraising are made at certain points during the year and therefore any amounts not received in our bank account as yet will be sent through in due course.</p> <p>We have also received a kind donation of £100 from Emily and Grant Yearsly following their recent Charity Football Match.</p> <p>Current balances in accounts, as at 25/04/18, are as follows:</p> <p>£6581.82 in bank account £29.25 in PayPal account</p>
<b>Purchases</b>	£22.80 purchase of second card reader to enable more card payments at events.
<b>Future Events</b>	<ul style="list-style-type: none"> <li><b>Father's Day 15<sup>th</sup> June</b> – ED asked the group for ideas for this. The PTA were looking at number of options e.g. Father's Day Breakfast. The group were unsure if these types of events would work with parents due to work commitments etc. SR suggested a</li> </ul>

weekend event e.g. Saturday morning football

- **Quiz Night 15<sup>th</sup> June** – Following feedback from our first Quiz Night, we will look to run this again on Friday 15<sup>th</sup> June. It was suggested we include food on the evening so Sutton Grill have been contacted to see if they are interested in catering for this evening. Temporary Event Notice application will be sent to Dartford Council shortly to allow for alcohol sales. Profit hoped to be higher for this event as we still have stock of alcohol from the previous Quiz Night.

- **Summer Fair 30<sup>th</sup> June** – ED updated on current progress.

There will be a falconry display at the event, in the central display area, with two 30 minute flights including vultures, eagles, owls etc. There is also a choir booked to perform. ED is liaising with local groups e.g. dance groups about performing. ED asked if anyone is aware of groups that might like to attend and perform to let her know. The group suggested looking at whether we could have competitions for dogs e.g. cutest dog etc. Also whether local stables can help for pony rides.

There are a number of people booked to attend to sell food and drink, where we will take a % of their profits. There will be a food court area, towards the climbing frame, where there will be a bar, hot food vendor, teas/coffees, cakes etc and seating so that people can relax whilst watching events in the central display areas.

ED asked group what their preference would be in regards to paying for inflatables at the event e.g. pay as you go or wrist band for unlimited use. Group all indicated their preference was a wrist band for unlimited use especially as most people will have a number of children to pay for.

LN has kindly offered to provide chairs/tables for the Food Court area as well bins and rubbish sacks for the event and deal with the clearance of these afterwards.

- **Community Film Night 13<sup>th</sup> July** – LN updated on the film night he is organising for the community with profits to be split equally between Sutton at Hone PTA, Sutton Dynamos and Sutton at Hone Scouts/Beavers.

The PTA will organise the selling of all tickets via PTA Events once the decision on the film has been made. Tickets likely to go on sale beginning of June.

ED suggested the PTA organising stalls for sweets and glow sticks on the evening. Also, depending on the food traders attending, we may also sell donuts. The football club will be organising the bar.

	<p>ED to contact Ice Cream Van and let LN know outcome.</p> <ul style="list-style-type: none"> <li>• <b>Horrible Histories 22<sup>nd</sup> September</b> – We have 60 tickets per performance, Terrible Tudors and Awful Egyptians, which will go on sale on Friday lunchtime.</li> </ul> <p>ED asked the group for other ideas for future events that people would like to see.</p> <ul style="list-style-type: none"> <li>• <b>80s Night</b> – the group discussed having an 80s disco, fancy dress mandatory! ED to contact HKSD Parish Council re hire of village hall as larger than SaH village hall. ED to also look at pricing of DJs but said given the organisation involved this would likely be an event for September/October time. PTA will update everyone on progress of this but all thought was a good idea.</li> <li>• <b>Inflatables Day</b> – LS updated the group on the information she'd been able to find out from May Place School.</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• <b>Co-op Community Fund Update</b> – KW updated on the application which has now been submitted. We put our fundraising total as £25,000 to enable the School to build a purpose built golden mile track and possible courts for tennis etc. We will update once we hear back as to whether our initial application has been successful.</li> <li>• <b>Aviva Community Fund</b> – A similar funding to the above, but applications are not open until September so we have this diarised to deal with then. Funds to also go towards the same improvements.</li> <li>• <b>Raloo</b> – ED explained to the group about the Raloo fundraising platform which allows for funds to be raised, not by parents donating money, but by online actions such as completing a short survey or sharing a link/post. ED has submitted an application in regards to the Climbing Frame work and is awaiting feedback on this. If an appropriate sponsor can be found, information will be circulated to parents.</li> </ul>
<b>Climbing Frame</b>	<ul style="list-style-type: none"> <li>• <b>Updates</b> – ED briefly updated group. KT has had a number of companies in to look at the replacement of the climbing frame. Awaiting all quotes before discussing in more detail. PTA would look to cover full cost of this, if possible, although school may have some grant funding that could be used. Further discussions will take place surrounding this once all quotes have been received.</li> </ul> <p>Likely costs would be in region of £25,000</p>
<b>Rebranding</b>	<ul style="list-style-type: none"> <li>• <b>Updates</b> – ED has been in discussion with KT in regards to setting a competition for children to design a new logo for the PTA. A</li> </ul>

	<p>prize would be given to the winner. More details to be circulated soon.</p>
<b>Reminders</b>	<ul style="list-style-type: none"> <li>• <b>Easy Fundraising</b> – KW reminded the group about raising money through their normal online shopping via Easy Fundraising</li> <li>• <b>Match Funding</b> – KW would like to know of any parents that are able to access Matched Funding through their employers. Please let KW know if this is something you can access as it's a great way for us to boost our fundraising at events.</li> </ul>
<b>GDPR</b>	<ul style="list-style-type: none"> <li>• <b>Updates on PTA Events portal enhancements</b> – ED advised that a number of updates had been made to the PTA Events portal to ensure compliance with GDPR ahead of the regulations coming into force on 25<sup>th</sup> May 2018.</li> </ul> <p>LS mentioned that the Trust was appointing a Data Protection Officer (DPO) which would be available for all the schools within the Trust and may be available for any queries should they be needed.</p> <p>If anyone has any queries in regards to data protection then please contact ED.</p>
<b>AOB</b>	<ul style="list-style-type: none"> <li>• <b>Charity Commission Alert (Safeguarding in Charities)</b> – ED explained to the group that following a number of recent cases in the media surrounding safeguarding in charities, the Charity Commission has issued a reminder to all registered charities. ED advised the group that safeguarding is a key priority and at the forefront of all planning for events. The PTA have all undertaken safeguarding training, are all DBS checked and are all aware of the School's safeguarding policies and procedures.</li> <li>• <b>Process for Requesting PTA Funding</b> – ED explained that any requests for funding from the PTA must be put in writing and clearly set out the reason for the request, the benefits for the children and the requested sum. No purchases or agreements should be made until the PTA has formally responded to the request, in writing, following discussion amongst the committee. No assumptions should be made on amounts that could be donated based on previous years' figures; requests will be dealt with on a case by case basis taking into account the financial position at the time of each request along with the priorities for the charity at that stage. For any queries please contact ED.</li> <li>• <b>Your School Lottery</b> – LG updated the group about Your School Lottery which is something the PTA are looking into. LS advised that the governors will be discussing this, as well as the wider context of gambling events, at the next governors meeting in mid-May.</li> </ul>