

Silchester School PTA Registered Charity 1067109

11<sup>th</sup> Oct 2023 8pm The Calleva Arms

**Minutes**

		<b>Action</b>
1	<b>Present:</b> Rachel Dean (chair); Jo Woods (Treasurer); Edel Abbott (Secretary); Helen Blair; Rachel Moir; Georgina Jones; Holly Abbott; Emma Johnson; Lara Holby-Wolinski	
2	<b>Apologies:</b> Vanessa Dore; Hayley Sayers; Florence Rolfe; Karolina Hartwell; Billy Clapson; Dave Holby-Wolinski; Marie Roberts	
3	<b>Minutes of last meeting</b>	
	<ul style="list-style-type: none"> <li>Minutes from meeting 13<sup>th</sup> September 2023</li> </ul>	Approved
4	<b>Update on Recent Events</b>	
	<ul style="list-style-type: none"> <li>Christmas cards have been distributed parents need to order by 18<sup>th</sup> October</li> </ul>	
5	<b>Spending and Income Updates</b>	
	<ul style="list-style-type: none"> <li>Gift Aid donations being reviewed and HMRC have been contacted to update PTA trustees. Waiting for code to come through to enable access to online portal which will enable an electronic return. Will look at just trying to get a paper form submitted. Ongoing.</li> </ul>	Jo/Edel
	<ul style="list-style-type: none"> <li>Pavilion have reached their target. Our previous allocated £500 will be kept for the carpark pot holes as per previous years (see allocation below)</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>Governors Fund – c.£600 left with 2 families paying in. Have previously advised the Governors that we will not be running a separate fund for them. As previously discussed either left-over monies need to be handed back to the school or get absorbed into PTA funds. If families want to continue to give a monthly contribution, then happy to continue but needs to be clear these will be PTA funds and allocated for use by the above committee in accordance with the PTA’s vision. Question around whether we can contact the families to advise or if this is needs to come from the Governors as per the original comms. RM to ask the question in the finance steering committee.</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>Additional Funding Requests – <b>Our wish list:</b> <ul style="list-style-type: none"> <li>Realisation of the pre-approved spending for music (instruments/accessories &amp; Anvil trips for the whole school) £1,500 ✓</li> <li>Music field trips e.g. schools proms trip</li> <li>Hall improvements to make Worship and other school events more comfortable/accessible</li> <li>Continuation of funding for annual visitor workshops (art/science (Royal Institute?)/music/drama) £1,000 ✓</li> <li>Wellbeing training teaching the children resilience (year group at a time)</li> <li>Improvements to outside facilities (garden improvements and forest school)</li> <li>IT £2,000 ✓</li> </ul> </li> </ul>	<p>Ongoing</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>

	<ul style="list-style-type: none"> <li>- Y6 Leavers donation £500 ✓</li> <li>- Car Park £500 ✓</li> <li>- Diversity books £300✓</li> <li>- School newspaper (? RM to find out if still in use – same with Spelling Shed)</li> </ul> <p><b>School wish list:</b></p> <ul style="list-style-type: none"> <li>- Wow week wellbeing – once a term £3,000 ✓</li> <li>- Counselling (possibly question about how this would work and costing)</li> <li>- Train up some sports leaders (children)</li> <li>- Lunchtime play equipment &amp; storage £700 ✓</li> <li>- Library software (include in IT spend above) ✓</li> <li>- Minibus (£12,000? Need to consider ongoing costs as would need to be covered by school maybe can make a contribution towards it)</li> <li>- Early Years area improvements (£60k? could look at allocating some funds from a specific event would like to make sure rest of the school also gets some attention)</li> <li>- New school values mural £500 ✓</li> <li>- New roof for the quiet area (quote needs to be obtained possible to ask parents with applicable trades if they could help)</li> <li>- Shade sails (quote needed and check with parish that would ok)</li> <li>- Therapy dog (bit of a pipe dream and probably not anything the PTA could fund but like the idea!)</li> </ul> <p><b>Total allocated spend £10,000</b></p>	<p>Agreed Agreed Agreed</p> <p>Agreed</p> <p>Agreed Agreed</p> <p>Agreed</p>
<b>6</b>	<b>Future events and fundraising</b>	
	<ul style="list-style-type: none"> <li>• Fireworks – Woolhampton school would like to partner with another school to facilitate a fireworks night. Agreed</li> </ul>	<b>Billy</b>
	<ul style="list-style-type: none"> <li>• “Christmas jumper jumble sale” donate a good quality Christmas jumpers and pick up a new outfit by making a small monetary donation to the PTA (£2 per jumper?) 24<sup>th</sup> Nov? Left over stock possible nursery/pre-school donation or sold mum2mum market (Billy)</li> </ul>	<b>Ongoing</b>
	<ul style="list-style-type: none"> <li>• Usual fundraising for winter term: Film night 17<sup>th</sup> Nov Christmas Market 1<sup>st</sup> Dec Santa’s Grotto (alongside Xmas tree lighting in the village) 3<sup>rd</sup> Dec Break the rules day 19<sup>th</sup> Jan SGT (after May half-term) 7<sup>th</sup> June</li> </ul>	<b>Ongoing</b>
	<ul style="list-style-type: none"> <li>• Easter disco Fri 22<sup>nd</sup> March – KS1/KS2 split Edel to speak to Chris Burch</li> </ul>	<b>Ongoing</b>
	<ul style="list-style-type: none"> <li>• Family quiz at school. A Friday night. Hotdogs, popcorn, nachos. 23<sup>rd</sup> Feb</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>• Ladies Row-a-Thon. On pause due to conflicting dates</li> </ul>	Sarah. C
<b>7</b>	<b>AOB</b>	

	<ul style="list-style-type: none"> <li>How do we increase numbers of parents volunteering for PTA? – more volunteers needed. Some marketing highlighting what we have supported.</li> </ul>	Ongoing
	<ul style="list-style-type: none"> <li>PTA newsletter – welcome back</li> </ul>	Edel/Holly
	<ul style="list-style-type: none"> <li>Banking – approved move to online banking. Will place 2 signatories on the account for access.</li> </ul>	Jo/Edel
8	<b>Post Meeting Update</b>	
	<p>Upon a review of our constitution, it was deemed that there were not enough in attendance to complete the necessary voting required as part of an AGM. 15 PTA members are required to attend either in person or via video link in order to vote for Chair, Treasurer, Secretary + 10 other Committee members (1 of the 10 must be current teaching staff)</p> <p>Therefore, the next meeting on Wed 15<sup>th</sup> Nov will become the AGM and a TEAMS link will be set up to allow as many members to attend as possible (a member of the PTA is deemed to be parents/guardians of existing pupils, current teaching or non-teaching staff and any carer or extended family member that wishes to add support or to help the school and who is accepted by the Committee as a member)</p> <p>Chair and Treasurer Reports to be presented at the AGM</p>	
11	<b>Next Meeting: Wednesday 15<sup>th</sup> Nov 8pm</b>	