

PTA Meeting Minutes

Monday 3rd February 2025

Attendees

Phil Wren	Chair
Carly Taylor	Vice Chair
David Russell	Treasurer
Rachel Nicholls	Vice Treasurer
Craig Scott	Vice Treasurer
Nicky Baldwin	Secretary
Victoria Mundy	Vice Secretary
Sammy Shaw	Assistant Event Co-ordinator

Apologies **Kate Olive** **Assistant Event Co-ordinator**

Financial Update

An audit of the accounts has been undertaken and about to be signed off which David has submitted. We need to make a few changes to how we record finances going forward to make the auditing process easier in the future. This will include a Master Float to be recorded separately in the accounts. Need to declare our gross profit.

Phil mentioned we need to alter the timing of our financial year payments to the school to March going forward. Huge thank you to Jez Taylor and Gary White who have gone through PTA's previous accounts to ensure all is correct. At the end of financial year, we will declare how much we have made. Currently £23,012 but need to invoice F&L Kitchens for another £1000, plus Atkinsons and Magna studios payment so by end of March it will be closer to £27,000 with disco and talent show profits included.

Mrs Bacon has yet to inform PTA what she'd like to spend this money on beyond the annual agreed contribution of the PTA for Year 6 Bibles, musical instruments etc. Small Grants haven't been coming through from the teachers this year either.

Upcoming Events

Spring Disco

Need to buy for the tuck shop, lights and refreshments. Parent volunteers being asked for and WhatsApp groups started. Mrs Bacon has been asked to find teacher volunteers for the disco and talent show evening.

Talent Show

Form for applications has been created. Advert will be sent out shortly. Carly will send out a poll for volunteers. David Lawrence-Myers happy to help prepare the acts but we will need a new compere for this year. Sammy mentioned she can help during the set up but will need to leave early due to prior engagement.

Bacon Bars

Mrs Bacon happy for school based prizes to be repeated this year. Nicky has carrot and bunny soft toys as prizes and then Carly will begin reaching out to local attractions for extra prizes e.g. jump in, leisure centres for climbing walls and soft play vouchers. Carly will run a poll for volunteers for wrapping and selling the bars. Plus smaller prizes such as Pokemon cards, football cards etc. Craig mentioned market stall holder for Pokemon cards in Enfield - will reach out for contact.

Summer Fair

After half-term we will need to begin the planning for Summer Fair. Date this year is Saturday 21st June - all PTA members expected to help for entire event including set up and tidying afterwards.

AGM

Annual General Meeting will be held in April. Committee agreed on Monday 28th April 7:30pm but 7pm for current PTA members. Amongst the current committee Nicky would like to step down as Secretary and Rachel is happy to step into that role. David to step into Vice Treasurer role and Craig kindly agreed to take the main Treasurer position. Everyone else in attendance happy to continue. However, each committee member reminded they must apply for these positions formally and if others apply for roles a vote will take place to decide on each position at the AGM. Again, we noted lots of Year 5 parents currently on committee so would be good to get younger year parents involved to have this year learning with support of year 5 parents. Everyone welcome to join but those able to be flexible with their time to incorporate volunteering around school drop offs and pick ups is extremely useful in running events.

We also have a coffee morning team and used uniform team in addition to our current committee and Charli Singh creating posters for each event too which are great supports. Carly mentioned perhaps having refreshments at the AGM would encourage greater attendance, cheese and wine etc? Would be great to have more parents coming forward. For further discussion closer to the AGM.