

PTA Meeting Minutes

Wednesday 11th January 2023

3.30pm at Holland Haven Primary School

Attendees:

Heidi Griggs (HG), Sue Bardetti (SB), Sam Cook (SN), Steph Croot (SC), Shannon Irwin (SI), Hayley Owen (HO), Kerry Wigglesworth (KW), Caris Franklin (CF), Sam Windsor (SW), Tom Anderson (TA)

1. **Apologies** **ACTION**
Danielle Markham (DM), Wendy Penn (WP), Gee Steele (GS), Gabrielle Will (GW), Chelsey Elliot (CE), Richard Wigley (RW), Kayleigh Hood (KH), Hollie Herbert (HH), Neale Herbert (NH), Vicki Hales (VH), Shirley Fahey (SF)

2. **Chair Report**
Thank you for coming this afternoon to our first meeting of 2023. I have no direct report as it is all covered under the agenda items. December's meeting was cancelled due to several members of the committee being unwell.

3. **Treasurers Report**
Online banking has now been completed for SC. HG and SN.

Next banking item to work on is a purchase card and adding SW as a signatory. **SC**

Total raised during the Autumn Term was £1,844.91
Total spent on school requested items was £3,622.36
Current bank balance is £12,628.02

It was noted that we had not received the money from Lit Fibre for the Halloween Disco. It was agreed HG would send an email to ask why. **HG**

4. **Minutes of the Previous Meeting**
Minutes were agreed as an accurate record of the previous meeting held on 9th November 2022.

Almost all actions were completed. Those that were not are either covered on the agenda or noted below.

Totaliser was not yet updated but was on SN's list. **SN**
HG still working on PTA shopping list. **HG**
CF to update noticeboards still with *Easyfundraising* and *Amazon Smile* posters. **CF**
HG gathering prices for noticeboards. **HG**
SW still working on the webpage of the school's website. **SW**
SW still working on the who we are poster (SI to send photo asap) and a newsletter to go out this term. **SW**
HG has details of ink toner recycling scheme and will bring to the next meeting. **HG**
SN still working on the Year 6 pupils' competition for designing a new logo and strapline. She will bring a plan/timetable to the next meeting. **SN**

5. **Christmas**

Elfridges

It was well received by pupil's, parent's and staff and made a great profit - £829.68 and the reindeer food made £170 profit.

SN has completed a stock list for Elfridges, Mother's Day and Father's Day so we know what we have available so we do not over order, what sold well and what didn't sell so well. The stock from Elfridges which could be ported to Mother's Day and Father's Day has been done so and is reflected in the accounts.

We had a couple of broken items and missing boxes from our delivery and the company refunded both the missing boxes and one full box of which only a couple of items were damaged. We are still waiting a refund from another company of which our items have still not been received. This will then be added to the profit from the event.

Cauliflower Cards

Profit still looks set to be £528.25 and should be in our account by next month.

It was agreed that when the booking system for this year opens SN will book around the same time as last year as it worked well.

SN

Wreath Making Workshop

Was a success and everyone wants it to happen again this year. HG looking for dates with Karina to get this scheduled so we don't miss out.

HG

6. **Bag 2 School**

This wasn't as successful as the previous time we ran the event however it raised £36.00 and was very low effort and had no outgoings.

7. **Second-Hand Uniform and Pre-Loved Stalls**

HO has planned some dates which we will distribute around very soon for the next second-hand uniform sales.

We have raised £48.00 last term £33.50 of which was from uniform alone.

HO now has a dedicated email address which is ptapreloved@hollandhavenschool.co.uk.

We are lacking in themed days donations (things like Halloween costumes, wizards and witches, Christmas jumpers, etc) but we are hoping these will build up as we go.

It was agreed HO, SW and SN would work on some posters and social media posts. HG to ensure the school newsletter poster is showing the right email address.

**HO/SW
SN/HG**

8. **Spring Term Events**

A discussion took place about various events we could run during the Spring Term and it was agreed the following events will take place.

No event for January.

February it was agreed that we would do the Pizza and Cookies event again. This needs to be organised quickly as we would like to take delivery and distribute out on 10th February. HG to be the overseer and the lead on the event to be SI.

HG/SI

Due to when the Easter holidays are (first 2 weeks of April) it was agreed that we would need to run our April Easter event at the end of March. Which means our Mother's Day event need to happen earlier in the month.

Mother's Day Shop to happen 8th, 9th and 10th of March. SN to be the overseer and SC to be the lead on the event.

SN/SC

It was decided we would run 3 slightly different events for Easter over the course of one afternoon – dates and times to be confirmed once HG/SB have reviewed the available dates for this.

HG/SB

EYFS would have an Easter bonnet making session with short Easter related films on in the background. They could then have something to snack on – popcorn, candy floss, vegan alternative, sweets and juice before strutting their stuff showing off their bonnets. Session to be 45-60 minutes. Charge a ticket fee on the door which includes everything. Must be pre-booked. No tickets to be available after closing date no exceptions

KS1 would have a craft session (Easter bonnets, Easter masks, decorate their own Easter basket type things) with an Easter themed film on in the background. Again, there will a slot for them to sit down and have a snack and juice. Session to be 60 minutes. Charge a ticket fee which includes everything. Must be pre-booked. No tickets to be available after closing date no exceptions

KS2 would have Easter egg bingo. Offer a small egg (like a crème egg) for a complete line and a bigger egg for a full house. Snacks and juice to be provided during a break. Session to be 60 minutes. Charge a ticket fee which includes everything. Must be pre-booked. No tickets to be available after closing date no exceptions.

HG to oversee the Easter events, EFS to be led by HO, KS1 to be led by HG and KS2 to be led by SC.

**HG/HO/
SC**

Details of these events will be developed by the Chair, Vice-Chair and lead organiser and will be fed back to the committee at the next meeting for discussion.

9. Next Meeting

Next meeting confirmed as Wednesday 8th February 2023 at 3.30pm in the school DT room.

SW to organise Facebook event and necessary text messages.

SW

11. Any Other Business

Easter

It was agreed we would provide Easter eggs again this year for the school's events. SN to organise. It was noted that we need to provide a completely

SN

vegan option, free from options as well as the usual. CH will be able to let you know the numbers of these options required.

School Lottery

We have so far got 49 tickets sold of our 50 target. We have been advertising this on Facebook. It was agreed that DM and SW would liaise with the school office to resend the letter to all parents, carers, teachers and governors to remind them about the lottery.

DM/SW

Other Updates

TA has completed his food hygiene certificate and will pass a copy of the certificate to HG for her records. HG also to chase JG to see if he has completed his yet. The PTA agreed to pay for these previously.

TA/HG

CF is going to be doing a minute taking course to boost her confidence in taking minutes. The PTA agreed to pay for this previously.

CF

DBS checks have been booked in for SI, DM, HG, SW, HO, SC and SC. CF is already DBS checked.

Summer Term Events

It was agreed that the following events would take place in the Summer Term:

May – Adults Fish & Chips quiz night. HG to oversee and SC to take the lead. A date is to be agreed but it will be held at the school.

HG/SC

June – Father's Day Shop. SN to oversee and SI to take the lead. Dates to be 14th, 15th and 16th June 2023.

SN/SI

July – Summer Fair. HG to oversee and take the lead. Date confirmed as 1st July 2023.

HG

July – End of Term BBQ. HG to oversee and need a volunteer to take the lead. Date confirmed as 20th July 2023.

HG/?