

## PTA Meeting Minutes

Wednesday 9<sup>th</sup> November 2022

**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), Fadimana (F)

1. **Apologies** **ACTION**  
Caris Franklin (CF), Danielle Markham (DM), Wendy Penn (WP), Gee Steele (GS), Gabrielle Will (GW), Chelsey Elliot (CE), Sam Windsor (SW), Richard Wigley (RW), Kayleigh Hood (KH), Hollie Herbert (HH), Neale Herbert (NH), Tom Anderson (TA), Vicki Hales (VH), Shirley Fahey (SF)
2. **Chair Report**  
Thank you for coming this afternoon. I have no direct report as it is all covered under the agenda.
3. **Treasurers Report** **SC**  
SC has started the process of removing the old signatories from the bank account. Once this has been completed, she will work on getting internet banking and a purchase card.  
  
As you will have seen we made a great profit at the Halloween Disco which sets this year off to a great start.
4. **Minutes of the Previous Meeting**  
Minutes were agreed as an accurate record of the previous meeting held on 12<sup>th</sup> October 2022.
5. **Halloween Disco**  
From the minutes – We managed to get 100 pieces of fruits donated by Asda, 60 bags of crisps and 4 bottles of squash from Aldi and as previously mentioned Lit Fibre sponsored the goodie bags.  
  
The disco was received well by pupils and parents alike. However, SN, myself, and a few of the other helpers felt it was too much in its current format. Pupil numbers have risen since the last disco in 2019. **SB / HG**  
  
Some ideas have been floated around which can be looked at and discussed closer to Easter, if we choose to go ahead with another disco. SB mentioned that Ms Wilson, who helped at the disco, has passed some comments and suggestions to her of ways it could be improved. SB and HG to meet to discuss these.  
  
The event raised a great profit of £1,401.64.
6. **Christmas**  
Elfridges  
SC has started working on the timetable, which she will send to SB for approval soon. **SC/SB**

Presents have all been purchased and SN and SC to meet next week to check we will have enough stock and Christmas bags to package gifts in. **SC/SN**

SC is working on the letter to go out to parents about the event. It was agreed this would be sent out on latest Monday 28<sup>th</sup> November 2022. SC to liaise with SW and the office about sending text message reminders. **SC/SW**

#### Cauliflower Cards

Everything has been received and sent out to parents. The profit looks set to be £536.25 but this won't be confirmed until January 2023 when they put the money into our account.

#### Wreath Making Workshop

We have exceeded our minimum number of 18 attendees, and we are just waiting for the last few bookers to pay their money.

The week before the event HG will purchase the bits needed for the drinks and festive nibbles. HG will arrive on the day about 5.30pm to get tables and chairs out and set up with Karina from Butterfly Flowers so we can start promptly at 6.30pm. HG plans to email all bookers the week before to confirm the event and what they need to bring. **HG**

#### **7. Bag 2 School**

We had a reasonable number of bags dropped off, and we are waiting for confirmation of how much we have raised. This will be paid into our bank directly. HG will confirm the amount raised when she has been told.

#### **8. Second-Hand Uniform and Pre-Loved Stalls**

Information regarding this went out in the newsletter and SB agreed it could stay on the future issues as well. SN informed the group that it was planned to do 6 stalls a year (two a term), with pop up shops held at the same time or in between.

GW and GS have said that they will do their best to help out but are limited in the time they can commit to the project. It was agreed that HO will become the key lead for these stalls and managing the stock of the Second-Hand Uniform and Pre-Loved Stalls. This will be overseen/helped by SN.

HO to send some dates for the next proposed stall to include Christmas Jumpers to SN. **HO**

SN asked SB if it would be possible to get some rough dates for the schools dress up days for the curriculum. SB said she would try to get these. **SB**

There is a pot of money (holding the donations from the stalls and sales taken so far) located in the garage. This will be banked termly.

#### **9. School Wish List**

SN asked if it would be possible to donate some money towards setting up an outside classroom for the Year 2's. Total cost to be approximately £700. The committee agreed it would pay up to £700 for this project. SB to let Mrs Cardy know we have agreed. **SB**

HG to add up everything we need to raise for so we can update the totaliser outside the school office and ask SW to produce one for the Facebook page and website. **HG**

The committee are still awaiting the price for the headphones for Year 2.

**10. Next Meeting**

Next meeting confirmed as Wednesday 14<sup>th</sup> December 2022 at 3.30pm in the school DT room.

**11. Any Other Business**

School Lottery

DM has set up a school lottery for us. She will liaise with SW/SN to sort out advertising through a letter/poster to be sent out by email and a text message. This will also go out on our social media. **DM/SW/  
SN**

Tickets cost £1. All profits will go to our school (40p goes to our school, 36p goes to cash prizes, 20p goes to admin costs and 4p goes to VAT). There will be a local cash prize every week and chance to win the £25,000 jackpot.

Process – choose 6 numbers between 0-9 and if they match the weekly lottery draw, you win great prizes. One of our players will win a cash prize every week, maybe even the £25k jackpot! Tickets cost just £1 per week and the proceeds are donated to Holland Haven. Every Saturday at 8pm the numbers are drawn and posted online. Winners are notified by email and winnings paid into the account of your choice.

The maths...100 tickets sold a week means £36 weekly cash prize and £2,080 a year for our school.

Bookers

We officially got our own Bookers cash account set up. There are two cards, SN and HG will hold these and will pass as necessary to anyone that needs it.

Accounts

Last year's accounts have been checked and HG to put up on the charities commission. **HG**

PTA Shopping List

HG working on this. **HG**

Other Ways to Help

HG explained about *Easyfundraising* and *Amazon Smile*. SI and SB asked HG to send the electronic copies to them to share with their social media blog and teachers, respectively. CF to get the poster up in the noticeboards. **HG  
SB/SI  
CF**

Noticeboards

HG noted that CF asked that the noticeboards we have be replaced as the backing has started crumpling, the EYFS/Year 1 board has been destroyed and the locations are no longer as accessible as they once were. It was agreed that we should replace these with updated, more modernised ones.

HG to look at prices to bring them back to the next meeting and discuss with the caretakers and SB about new locations. **HG**

Other Updates

SW is going to work on updating our webpage on the school's website. **SW**

SW is working on a who we are poster that we are hoping to go into the next newsletter, our indoor noticeboard, webpage, social media and on its own as an email. We are hoping to close the gap in what people think we are, the confusion over what we are, how to join or contact us and how they can help. **SW**

HG asked CH if there is anything non urgent/essential that could be added to an Amazon wish list so we can start to build a list of things that parents, or relatives or locals could purchase on our behalf if they wish to make a donation through an item instead of money. **HG/CH**

HG is looking into the potential idea of an ink toner recycle scheme as this should be fairly easy to set up and maintain and raise a little extra money on top of what our events raise. **HG**

We are hoping to run a competition soon for Year 6 pupils to design a new logo and strapline for the Friends of Holland Haven. The winning design will be created and used by the committee. SN to work on the competition and set up. The competition designs will be looked at by HG, SN, SC, and SW and the top 5 favourites will go to SB, CH and Ms Wilson for them to pick the final winner. SN and HG will then speak to local logo designers to see who can create the winning design for us. **SN**