

# Minutes: Park Grove PTA AGM & Meeting

Thursday 15 September 2022, 7.30pm, Location: The Black Horse

## 1. Present

Leonie Emmott (LE), Clare Palmer (CP), Clare Willis (CW), Lizzie Haigh (LH), Sam Brock (SB), Sara Mair (SM), Sophie Conyers (SoCo), Susanna Cooper (SC), Suzi Kindred (SK), Vicky Hearson (VH)

## 2. Apologies

Alex Gilbert (AG), Karen Boardman (KB)

## 3. AGM

Sophie Humphreys has stepped down from the PTA.

Voting for Positions:

- **Chairs:**  
**Clare Palmer** (nominated by Leonie Emmott and seconded by Susanna Cooper and Clare Willis)  
**Leonie Emmott** (nominated by Clare Palmer and seconded by Susanna Cooper and Clare Willis)
- **Treasurers:**  
**Sara Mair** (nominated by Clare Palmer and seconded by Clare Willis)  
**Lizzie Haigh** (nominated by Clare Palmer and seconded Clare Willis)
- **Secretaries:**  
**Susanna Cooper** (nominated by Clare Willis and seconded by Leonie Emmott)  
**Sam Brock** (nominated by Leonie Emmott and seconded by Clare Palmer)
- **Committee Members:**  
**Clare Willis** (nominated by Susanna Cooper and seconded by Leonie Emmott)

Please note that even if you haven't been elected / put yourself forward for election, you are still a valued member and the PTA really appreciates everyone's input.

## 4. Financial Update

*Please see separate Financial Report.*

Minimum amount in the PTA bank account to be £8k going forward.

Going forward, assess which stalls are the most profitable & keep food easy (e.g., hot dogs).

**Action:** To publish closing balance and income vs expenditure (SM to advise).

# Minutes: Park Grove PTA AGM & Meeting

## 5. Funding Requests

A. High Vis Jacket Request - **Agreed**

B. High Adventure Shortfall - **Agreed**

**Action:** VH to send SC funding requests ahead of PTA meetings.

**Action:** SC to put together timeline of funding requests.

## 6. Previous Fundraising Updates

*Please note: All notes on previous fundraising activities included below in Section 7.*

## 7. Future Fundraising Activities

Going forward have an extra mini-meeting before an event to focus planning.

### A. Dark Grove

**Date:** Monday 31 October 2022

**Times:** 5.30-6.15pm (KS1) and 6.30-7.15pm (KS2)

With smaller stalls focussing on: Sweets, Mocktails, Candy Floss & Popcorn

**Action:** LE to check if DJ Ollie is available.

### B. Bags2School

Shelve Bags2School for the time being and reconsider once the bin is in place.

**Action:** SB to follow up with bin company

**Action:** VH to coordinate Design Competition before Oct half-term (once SB confirms)

**Action:** SC to include in PTA Newsletter

**Action:** CW to investigate pen recycling scheme

### C. Bake Off

Limit it to batches of cookies and move to Valentine's Day.

### D. Fancy Dress Stall

To sell either Thursday 20 or Friday 21 Oct.

**Action:** Ask for donations in PTA Newsletter (fancy dress and, if possible, hung up).

### E. Freezy Fridays

Put on hold until Spring 2023.

# Minutes: Park Grove PTA AGM & Meeting

## F. Donut Day

New event in lieu of Freezy Fridays for Autumn / Winter.

**Action:** Vicky to check if this is OK with the school.

**Action:** CP / LE to map out dates and send to VH.

**Action:** SC to include in PTA Newsletter and in the PTA Calendar.

## G. Christmas Party

To consider Friday 2 Dec (to avoid 7 & 8 Dec as these are the Nativity).

Will want to book the brass band again.

**Action:** CP to run a Doodle Poll on the dates.

**Action:** VH to check the dates with the school.

## H. Christmas Raffle

To give families 30 tickets (instead of 20) and keep ticket prices at £1 per ticket.

Will need volunteers to help fold.

**Action:** All begin asking for prizes (including in PTA Newsletter).

## I. Ceilidh

Consider asking Dan Hands' ceilidh band and holding it on Burns Night.

## J. Speed Quiz

Move to second week of November (11 Nov) and consider ParentPay ticketing.

## K. Grovesfest

To plan at a later date.

## 8. AOB

### **New Parents' Evening**

Wed 21 Sep at 5.30pm - LE and SC to attend.

### **Reception Books**

VH to order books and LE to give them out.

### **Children Supervision**

At next event include reminder that children need to be supervised.

### **Cake Stall Sub-Group**

Consider putting together a sub-group for cake stalls.

# Minutes: Park Grove PTA AGM & Meeting

## Volunteers

**Action:** SC to set up new Form for volunteers to sign-up (use the database to thank volunteers and ask them to sign the Form).

## 9. Future Meeting Dates

Pre-Dark Grove Meeting: **Thursday 13 October, 7.30pm at Park Grove**

### Calendar of Events

Month	Event	Provisional Date	Notes
<b>September</b>			
<b>October</b>	Donut Day	Fri 7 & Fri 21 Oct 2022	
	Fancy Dress Stall	Thu 20 or Fri 21 Oct 2022	
	Dark Grove	Mon 31 Oct 2022	
<b>November</b>	Donut Day	Fortnightly	
	Speed Quiz	Fri 11 Nov 2022	Parents Event
<b>December</b>	Christmas Raffle	1-16 Dec 2022	
	Christmas Party	TBC	Preferably Tue-Thu
<b>January</b>	Donut Day	Fortnightly	
	Ceilidh Night	Wed 25 Jan 2023 (TBC)	Parents Event
<b>February</b>	Donut Day	Fortnightly	
	Bake Off	Tue 14 Feb 2023	
<b>March</b>	Donut Day	Fortnightly	
<b>April</b>	Freezy Fridays	Weekly	
<b>May</b>	Freezy Fridays	Weekly	
<b>June</b>	Freezy Fridays	Weekly	
<b>July</b>	Freezy Fridays	Weekly	
	Grovefest	Fri 14 Jul 2023	

# Minutes: Park Grove PTA AGM & Meeting

## Calendar of Funding Requests

Month	Request	Amount	Notes
September	Reception Books		
October			
November			
December	Santa Gifts (Whole School)		
January			
February			
March			
April			
May			
June			
July	Leavers Books (Y6) High Adventure Coach		