

Minutes: Park Grove PTA Meeting

Thursday 21 September 2023, 7.30pm, Location: The Black Horse

1. **Present** - Jackie Caley (JC), Leonie Emmott (LE), Lizzie Haigh (LH), Matt Paul (MP), Sam Brock (SB), Susanna Cooper (SC), Vicky Hearson (VH)

2. **Apologies** - Clare Palmer (CP), Sara Mair (SM)

3. **Election of positions** - preferably 2 people per position:

- **Chairs** (currently LE & CP)
 - CP to step down as Co-Chair
 - LE confirmed as Chair, LH seconded
 - LH to step up to Chair in September 2024
- **Treasurers** (currently SM & LH)
 - SM and SH confirmed as Co-Treasurers, LE seconded
- **Secretaries** (currently SC & SB)
 - SC and SB confirmed as Co-Secretaries, LE seconded
- **Committee Members** (none currently)
 - CP confirmed as Committee Member, LE seconded

4. **Financial Update, Funding Requests & Previous Fundraising Updates**

- **Discussion of financial analysis document written by treasurers**
 - LH presented treasurers end of year analysis
 - **Agreed:** The baseline at the end of year for the PTA account should be £12k
 - **Agreed:** Cap on school spend per year to be £5k, unless more money can be raised in the course of that year
 - **Agreed:** Not running Halloween event in 2023
 - **Action:** LH / SM look at the reporting of float expenditure.
- **List provided by Vicky this week to approve**
 - **Agreed:** Requests Vicky has sent through by spreadsheet has been approved.
 - **Action:** SC / SB to work on Google Form for funding request submissions.

5. **Future Fundraising Activities**

A. **Bingo Night with DJ**

- a. **Action:** SM to investigate a bingo and curry event at Parvin

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B. **Christmas Fair** - Wednesday 6 December

- a. **Action:** SC / SB to book a date for a planning meeting.

C. **Christmas Raffle** - 12 days, Mon 4th - Tues 19th, no weekends.

D. **School Lottery** - idea for ongoing fundraising

- a. To consider Promises Auction.
- b. To consider supermarket bag packing.
- c. **Action:** SC to investigate QR code for donations.

6. AOB

A. **DBS Checks** - any update from school on this?

B. **Clothing Collection Bin**

- a. **Agreed:** £120 +vat design fee

7. Future Meeting Dates:

- 10th Nov is first Thurs back after half term

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Calendar of Events 2023/4

| Month | Event | Provisional Date | Notes |
|------------------|--|------------------|---|
| September | AGM | Thurs 21 Sept | For charity, parents bake and PTA provide tea and coffee (Sam & Leonie) |
| | Macmillan coffee morning / New Parents Evening | Wed 27th Sept | |
| | Donut Day | Fri 29 Sep | |
| October | Fancy Dress Stall | Tbc | |
| November | Donut Day | Tbc | |
| December | Christmas Raffle | Daily | Shorten to 12 days, no weekends |
| | Christmas Fair | Wed 6 Dec | |
| January | | | |
| February | Valentines Bake Off | | |
| March | | | |
| April | Freezy Fridays | Weekly | Start depending on weather |
| May | Freezy Fridays | Weekly | |
| June | Freezy Fridays | Weekly | June or July? |
| | Grovesfest? | TBC | |
| July | Freezy Fridays | Weekly | |
| | Grovesfest? | TBC | |