Minutes: Park Grove PTA Meeting

Thursday 3 October 2024, 7.30pm, Location: The Black Horse

1. Present - Sara Mair (SM), Susanna Cooper (SC), Clare Palmer (CP), Lizzie Haigh (LH), Sam Brock (SB), Kate Whittaker (KW), Lucy Hemsley (LHEM), Grace Birch (GB), Katie Fisher (KF), Sara Rodgers (SR), Tori Jackson (TJ)

2. Apologies - Leonie Emmott (LE), Caroline Billington (CB), Karen Boardman (KB),

3. AGM - voting committee members:

- Current positions:
    - Chairs (currently LE)
        - LE to step down as Co-Chair
        - LH confirmed as Co-Chair, CP seconded
        - KW confirmed as Co-Chair, LH seconded
    - Treasurers (currently SM & LH)
        - LH to step down as Co-Treasurer as is confirmed as Co-Chair
        - SM confirmed as Co-treasurer, SC seconded
        - SC confirmed as Co-treasurer, SB seconded
    - Secretaries (currently SC & SB)
        - SC to step down as Co-Secretary as is confirmed as Co-Treasurer
        - SB confirmed as Co-Secretary, SC seconded
        - SR confirmed as Co-Secretary, SM seconded
    - Committee Members (none currently)
        - CP confirmed as Committee Member, LE seconded
        - KF confirmed as Committee Member, SC seconded
- Requirements for roles/trustee status?
    - **Action:** SM to look into additional insurance to limit as CIO (Charitable Incorporated Organisation).
    - **Action:** SM to be registered as a Trustee (with LH's assistance).

4. Finance update

- Profit made last year: £3k.
- **Agreed:** To keep a minimum balance in the bank of £10k.
- **Agreed:** Budget for 2024/25 to be £7k (normally this would be £5k).

5. Funding requests (also see spreadsheet)

- **Agreed:** The following **one-off** funding requests are approved:
    - Clare P Gates Mural – £1163+vat

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    - Eden Camp Coaches – £1,000
    - Panto Shortfall – £tbc (NB: £382 deposit already paid by the PTA)
    - Portable Ovens – £tbc
- **Agreed:** The following **annual** funding requests are approved:
    - High Adventure Coaches – ~£700
    - Summer Day Trip Subsidy – £tbc
    - Christmas Books/Tree – ~£600 (NB: Not the decorations)
    - Leavers Books – ~£100
    - Reception Books – ~£tbc
    - Drama / Enrichment Class – ~£tbc (NB: Last year was Mudpie Arts)
- **Action:** SM and SC to amass a running total spreadsheet of request amounts.

6. Events for coming year

- **Agreed:** To **not run** the following events:
    - Bake-Off
    - Halloween Event (NB: There is not enough time)
- **Agreed:** To **run** the following events:
    - Beer & Bingo – November 2024 (NB: LHEM to lead)
    - Christmas Raffle – December 2024 (NB: 12 Days of Christmas only)
        - Hampers to be done by colour rather than theme for 2024.
    - Christmas Fair – Thursday 5 December 2024
        - To start buying items for Elfridges.
    - Speed Quiz – Spring 2025
    - Donut Days / Freezy Fridays / Sweet Days – to be investigated

7. Grovefest Feedback

- Notes for awareness only (to be discussed nearer the event time):
    - **Cost:** Some people thought they were asked to spend too much, paying for kids to go on everything, it's not inclusive for everyone.
    - **Profit:** As such, how much profit should we aim to make?
    - **Floats:** More change needed for floats, or token system instead?
    - **Entrance:** Pre-book entrance tickets (eg. Eventbrite)
    - option of free entry for those on free school meals? (School would prob have to set this up as it will be under data protection)
    - Volunteer co-ordinator

8. Any Other Business

- Justgiving. **Action:** SB to set LH on Justgiving (NB: Ness already on).
- Merchandise. **Action:** All to investigate water bottles instead of Christmas books.

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9. Future Meeting Dates/Times:

- Discussion of alternate early meetings (e.g., 4.30pm).
    - **Agreed:** Evenings at 7.30pm still worked best for the majority.
- Set date for next PTA meeting.
    - **Agreed:** Thursday 14 November 7.30pm.

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Calendar of Events 2024/25

Month	Event	Provisional Date	Notes
September			
October	AGM Halloween Fancy Dress Stall?	3 Oct TBC	 No lead identified.
November	Beer & Bingo	TBC	LHEM to lead
December	Christmas Raffle Christmas Fair	Daily (12 Days) Thu 5 Dec	SC / CP to lead
January			
February			
March			
April	Speed Quiz	TBC	Alan to select date
May			
June	Freezy Fridays	Weekly	
July	Freezy Fridays Grovefest	Weekly TBC	 2023: Fri 5th July