**Sutton C of E School PTA Meeting**

Date: Monday 16th September 2024

Time: 7:30pm

Venue: School Hall/Zoom

**Attendees:**

Rebecca Sutcliffe (Co-Chair)

Vicky Green (Co-Chair)

Lavinia Aldea

Gayle King

Molly Rayner

**Apologies**

Phil Benson

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| **Item** |  |  |
|  | **Structure** |  |
|  | DM has stepped down as co-chair and is now treasurer and planning all the discos for the year.  VG has stepped up as co-chair.  Heather Hodgson running the Uniform swaps shop- a lot of interest over the summer. Have said to keep receipts for any tubs etc purchased for storage. Parents are doing an optional donation for items – have already had one of £40.  Still looking for:  Events Co-Ordinator  Secretary  Apply via email with an explanation of why good for the role and interested and then would go to a vote by the rest of the PTA. |  |
|  | **Actions Log** |  |
|  | Hi Viz jackets – no update. To chase.  Stall holders already booking on for Xmas Fair – already got 9/10  VG email Abbey to check re: money come in.  Santa suit – to check  Paul Green has agreed to be Santa this year.  Phil has the tombola drum already  Banner – in process  Donations – to follow up with PB  Careers Week – w/c 10th Feb 2024 – PCSO is Ruth Pearson, nurses to be asked, fire brigade, personal trainer – with a final non-uniform as “what you want to be”.  Quiz night – possible venue of cricket club, VG to discuss and check date.  Easy fundraising – link on website. To be promoted on Facebook again.  Asda Cashpots – currently at £89.69. Encourage more to sign up.  Promote joining the PTA  GK to ring after half term for school ticket prices for Yorkshire Show. Need to source a coach company for the trip. | DM  VG  DM  RS  PB  VG  RS  All  All  GK |
| **1.** | **Financial Update** |  |
|  | Nothing has particularly gone in or out over summer other than insurance being renewed, the stall money in and the cost of the website which is monthly.  To request a full update from DM for next meeting. | DM |
| **2.** | **Headteachers Wishlist** |  |
|  | Subsidising trips – with the cost of living this would be the main ask this year as families try to continue to manage. Bake sale to go towards their trips by each class. Some ICT support as well – going Google – wanting to go to Google Chromebooks and cloud based. |  |
| **3.** | **Fundraising Events Planning – 2024/25** |  |
|  | Non uniform day – 25th October- chocolate donations OR £1 - choice of parents – all goes towards the chocolate tombola for the fair.  Macmillan Coffee Morning hosted by school – nothing further has been asked of PTA by school. To be done on Thursday 17th Oct hopefully or Thursday 10th – PTA table to be arranged and some help sought.  Open days – 12th October 2024 and 22nd October and 21st November - ?PTA in to have a stall – would need volunteers for these. The times are:  Saturday 12th OCtober – 10:30 – 12:00  Tuesday 22nd October – 9:15 – 10:15  Thursday 21st November – 9:15 – 10:15  Xmas Fair – confirmation that it has been booked still needed –GK to check that still booked and have the information.  Gift room – donations by Monday 9th Dec – room open Monday 16th Dec. To come in and do the Gift Sorting on Monday 9th Dec so that requests for further donations can be sent out with final requests for donations. Xmas stickers to be ordered by VG and then order paper bags from Amazon. Christmas jumpers to be mandatory for volunteers this year! | GK  VG |
|  | Spring – Non uniform, quiz night and easter craft comp  Summer – chocolate for the Funday. Discos for end of year |  |
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| **4.** | **Volunteers needed:**  Gift Shop – 8 minimum  Second Disco – 10 incl 1 male (Friday 13th Dec – 7:15-8:45) - Blossom and Willow classes will both be asked that a parent will stay with them. *UPDATE: DJ no longer available so another has been sourced but this means there may be a change of date. DM to provide more information when available. Disco likely to just be 1 hour.*  Xmas Fair – Set up 10-12  GK – Tombola  VG/RS - Raffle |  |
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| **5.** | **Donations Needed**  Chocolate  Xmas gifts |  |
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| **6.** | **Correspondence** |  |
|  | None to review |  |
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| **7.** | **AoB** |  |
|  | End of Sept newsletter to include links to Asda Cashpot, Easyfundraising, Website, Facebook page etc. Include what volunteers are needed for when. |  |
|  | **Date & Time of Next Meeting**  Date: Monday 21st October  Time: 7:30pm  Monday 18th November  Monday 9th Dec – Xmas Gift sorting |  |

**Action Log**

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| **Action** | **Owner** |
| Financial Update for next meeting | DM |
| Confirmation/order of other hi viz for PTA volunteers | DM |
| Order of Santa suit/confirmation this has been ordered | DM |
| Check that the £90 towards the blossom trip has been received. | VG |
| Banner | RS |
| Price for Yorkshire Show tickets (after half term) | GK |
| To confirm the Christmas Fair is booked with Baptist Church | GK |
| Order christmas stickers and paper bags for gift room | VG |

**Provisional Dates for PTA Events 2024/25 Academic Year**

**17/10/24 -** Macmillan Coffee Road Show @ School

**25/10/24** - Non uniform day – either chocolate donation for Xmas Fair or £1

**30/11/24** - Xmas Fair @ Sutton Baptist Church

**09/12/24** - Deadline for Gift Shop Donations

**13/12/24** - Xmas Discos @ St Peters Church, Crosshills TBC

**16/12/24** - Xmas Gift Room

**18/12/24** - Xmas Dress Up Day (£1)

**TBC** – Spring Term Non- Uniform Day

**TBC –** Careers Week

**28/03/25**- Parent Quiz Night (price TBC)

**06/06/25** - Non uniform day – chocolate donations for Funday

**15/06/25** - Sutton Funday – Tombola

**TBC** – End of Year Disco