**Sutton C of E School PTA Meeting**

Date: Monday 24th June 2024

Time: 7:30pm

Venue: School Hall/Zoom

**Attendees:**

Rebecca Sutcliffe (Co-Chair)

Denise Mclean (Co-Chair)

Vicky Green (Secretary)

Gayle King

Phil Benson

Chloe Morton

**Apologies**

Molly Rayner

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| **Item** |  |  |
| **1.** | **Financial Update** |  |
|  | £2349.66 total balance, after the donations outlined below.  £1000 from Tesco for PTA enrichment has been paid in full, invoices will be kept for when this is spent, incase Tesco require evidence.  *Donations to School:*  Willow and Blossom have had approval for school trips - £120 for travel costs for Willow, £90 for Blossom (yet to pay).  Also funded the cooking hobs (£183.96) and hi-viz jackets for the entire school (£475.37). |  |
| **2.** | **Headteachers Wishlist** |  |
|  | No requests outstanding at the moment –all have been approved so far. |  |
| **3.** | **Fundraising Events Planning – 2023/24** |  |
|  | **Non Uniform Days** |  |
|  | Non – uniform 5th July – RS to create poster | RS |
|  | **Outside School Events** |  |
|  | 12th July – End of Term Disco at St Peter’s Church. Blossom parents to stay for their session. Poster to be created.  Concerns around visibility of PTA members at events for children to know who to go to – volunteers to wear hi viz – Red for health & safety, green for first aid are the only ones we have at the moment.  Purchase different coloured hi viz for volunteers – DM to purchase plain ones which can then be branded for the PTA. | RS  DM |
|  | **School Run Events** |  |
|  | Cake sales for Willow and Birch to be arranged yet. |  |
| **4.** | **Volunteers Needed** |  |
|  | End of Term Disco on 12th July – volunteers needed. 5:30 – 7pm for Blossom & Willow, 7:15 – 8:45pm for Birch and Oak. |  |
| **5.** | **Donations Needed** |  |
|  | None at this time for events for this year. |  |
| **6.** | **2024/25 Events Planning** |  |
|  | Most things worked well this year – only disappointment was the cancellation of the magician. Ask the children what they want to do and collate top 10 ideas from each class and then we can review what we can provide out of school.  **MacMillan Coffee Morning – 27th September** – run by school but with some PTA support. Left over cakes to be sold after school and staff to do “Bake Off”, judged by the PTA.  **Christmas Fair** – PTA sign that can be used for this event each year with an updated date – sign to be placed outside of Baptist church approx 2 weeks before the event. Event will run on 30th November this year. RS starting to put out for interest for stalls already. Santa suit – DM to order. VG to confirm Santa. Banner to be put up on approx 16/11/24 - Miss Linley is now managing the bookings and so will be approached at start of September to confirm the date. OG agreed that children can be asked to attend and sing at the event.  Chocolate donations to be done via non-uniform day OR the £1 which can then be used to buy the chocolate - to be done last Friday before half term (25th). Day to be held Oct/Nov. Tombola drum to be purchased – PB to look into sourcing one of these and then we can arrange wrapping. Raffle/tombola table will need volunteers. PB - coffee  6ft generic banner to be made for use on all PTA tables such as tombola/raffle tables etc.  **Gift Room** – to be done again. Donations needed for the gift room – Monday 16th December date of the room – donations by Monday 9th December.  Wednesday 18th December – **Xmas Dress Up Day** (same day as Xmas Dinner/parties).  PB to take on the task of emailing shops during the year for some donations. Choclate for tombola and then mince pies for the Xmas Fayre.  **Spring Term**  1 x Non uniform (Date TBC)  Possible in-school event such as a career week where they can dress up as the job they want/small First Aid sessions. Request the police/fire engines to come in, demos etc – OG to let us know which week and then we can book people.  Suggestion for an evening for parents – **Quiz night for adults** – before the Easter Hols – VG to take that event – Friday 28th March.  **Easter Craft Competition/Balloon Toss** on Friday 4th April.  **Summer Term**  **Non-uniform for Funday for chocolate**. Funday will be 15th June 2025 – Friday 6th June requesting for chocolate donations for the funday.  End of school disco – Date TBC | RS  DM  VG  PB  RS  PB  OG  VG |
| **7.** | **Correspondence** |  |
|  | None to review. |  |
| **8.** | **Other Activities** |  |
|  | Website – aim to launch for start of September term – can be added to school website. This will hopefully help with the booking of and paying for PTA events for parents. Posts over summer on Facebook to promote the PTA and encourage new members to join.  New Starters Evening – 6th July in school hall. RS and VG to attend.  Easy fundraising –need to increase the promotion of using this via Facebook.  **CONFIDENTIAL!**  Possible Yorkshire Show trip - to be decided on but possibility that PTA could part-fund. GK to assist with organising – contact for the rates for groups. Hargreaves to be approached for the cost of coach hire and Ripon Farm Services –DM. | RS/VG  All  GK  DM |
| **9.** | **AoB** |  |
|  | None. |  |
|  | **Date & Time of Next Meeting**  Date: September - TBC  Time: TBC |  |

**Action Log**

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| **Action** | **Owner** |
| Poster created for Non-Uniform Day on 5th July and End of Year Disco on 12th July | RS |
| Purchase of plain Hi Viz jackets for PTA volunteers to wear at events | DM |
| Attendance at New Intake evening 6th July to promote the PTA | RS/VG |
| Start to gather interest from stall holders for Xmas Fair | RS |
| Order Santa Suit | DM |
| Confirm that Paul Green will be Santa at the Fair | VG |
| Sourcing of a tombola (min 30cm long) | PB |
| Creation of a 6ft Generic PTA banner with eyelets that can be used on PTA stalls at various events across the year – Xmas Fair, Funday etc | RS |
| Requests for donations such as chocolates/mince pies/easter eggs etc throughout the year to be coordinated by one person. | PB |
| Identify a week that could be a possible “careers week” for school. | OG |
| Arranging and planning of an adult Quiz Night for 28th March 2025. | VG |
| Promotion of Easyfundraising on Facebook | All |
| Facebook posts over the summer promoting PTA and encouraging active members | VG |
| Find out the cost of school tickets for Great Yorkshire Show 2025 | GK |
| Get estimate cost for coaches to GYS for July 2025. | DM |

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

**27/09/24**  - Macmillan Coffee Morning (run by school, support from PTA)

**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

**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