



William Penn School

Parent Teacher Association

Registered Charity No. 1134936

PTA Open Meeting

Minutes for Monday 11th November 2024

Attendees: Rachel O, Rachel K, Steph M-H, Mrs C, Katie & Harriett

- 1) Apologies for absence: Miriam, Lucy and Claire
- 2) All ok with minutes from 7th October 2024 meeting
- 3) Treasure position: Rachel O nominated Katie Eversfield. Seconded by Mrs C and Harriett. Thank you Katie for agreeing to take this new role on!
- 4) Harvest Festival:
 - Was a great success! Huge support from everyone. Special thank you to Craig and Clare for their help.
 - Treasurer update KE: Harvest Festival raised £319.82!!
There were expenses for the event of £16.74 (tea, coffee, hot choc, marshmallows, whipped cream)
Giving us a profit of £303.08! What a great amount raised for our first event of the year!
 - £185.82 was taken in cash
 - £134 on card
 - £19.34 for non-uniform day
 - £68 cake raffle
 - 28 tokens on the book stall
 - 29 tokens for fancy dress/uniform
 - 36 tokens guess the pumpkin weight
 - 50 tokens for drinks
 - 90 tokens for cakes!

A great success and tokens were a huge hit and made life easier!

TIPS FOR NEXT EVENT:

Price list of things on the token table so people know how much things are

Piles of tokens already made up: tray/bags/cake tins to put them in?

Urns need turning on 24 hrs before the event

5) Risk assessment for Forest School – AC to provide and harvest festival risk assessment sent over to AC

- Event Box to be made up and stored in the staff room cupboard so accessible for all events and to have core items in: (SMH AND RK TO SORT)

Sellotape

Scissors

String

Raffle tickets

Blu Tac

Cleaning Spray & Cloths

Kitchen Roll

Tea towels

Tokens

Black Sacks

Sum up machine

- Bunting is in Blue 1 with Maypole Stuff – need to dig out
- Table cloths – to source for events in red. Logos stitched on to some? Machine washable. 10 cloths in total. Harriett to ask Spencer about logo. Steph to source 6ft table cloths.
- Sum Up machine – need people to connect their apps to it to then be able to take ‘pay by phone’ payments without using the machine.

6) DISCO – Thurs 12th Dec.

- £5 a ticket to include drink, crisp/popcorn and a glo stick.
- AC asking Janet if this can be set up on MYCAS? Deadline for buying tickets 6th Dec
- Advertise the UV lights – clothing to reflect light etc
- Drop off and pick up for kids at Cadbury class.
- All parents MUST sign kids out on pick up – class list needed to sign out.

- Helpers so far: Rachel O, Rachel K & Harriett. Teachers to help?
 - Non uniform day Friday 13th December for donations to pop up shop.
 - Pop up shop set up from 10am – Rachel K, Steph and others??
 - Harry Betts yr2 Nana is coming into help at 1:15pm and possibly Rachel O too.
 - Kids will be ready to come in the shop about 1:15pm
 - Year 6 to help Cadbury
 - Wrapping stations ready and pay point set up.
 - Children need to bring their money in named envelope/purse.
 - Wrapping paper donations please if anyone has any going spare!

- TEACHER GIFTS - AC said all happy with their individual presents they receive and want to continue with that.

- HAMPER RAFFLE – discussed this and will receive some hampers from Tesco and have been gifted 6 bottles of champagne also. Ask local businesses to donate raffle prizes.

Announce the winner at the carol service? Sell tickets throughout the week?

- FRUIT / CAKE RAFFLE _ Friday 29th November RK doing the hamper. Tickets to be sold in the morning.

Clare making December Christmas Cake raffle for Friday 20th December.

- RISK ASSESSMENTS – need to be done for Disco and Pop up shop

7) COMMITTEE ADMIN

- Treasurer handover – Neil Gallaher (NG) and KE to be done in person. NG in the process of changing signatories with the bank. NG has hosted an initial Zoom meeting to begin handover and provided a comprehensive ‘handbook’ for the handover process for current and future committee members – thanks to NG
- RK, KE & SMH to be added as signatories to the bank mandate.
- NG & AC to remain on the bank mandate for administrative support until the new signatories are set up with online banking and debit cards.
- RK to update trustees on charity commission - add KE & SMH
- DBS – Rachel O and Katie to do. SMH and RK have done

- PAT testing to be done annually in September when the school has theirs done.
- Pay electrical invoice – paid on the 13th November by BACS amount was £36.
- Steph has been paid back the expenses of £16.74 from harvest festival. Via bacs on 13th November – thank you
- Year group reps all sorted and group chat set up and working well.
- Events for Halloween and Easter – suggested some trials/treasure hunts
- Silent disco advert was mentioned but we all agreed a traditional disco is preferred.

8) Playground Planters:

- 2 x £15 donations for Cadbury planter as its quite big. HB and RO said they would sponsor this.
- SMH to speak Rayna May about sorting an invoice to the PTA for the planters.
- New plants have been added over half term by May & Son.
- Need to make some laminates for planters to advertise who has sponsored them. SMH & RO to sort.

9) Terracycle:

Joy came in and took all the old uniform that we had sorted at the Harvest Festival. WP are 6th in the country for Terracycle! Need to keep the momentum going with this.

10) Grants:

- KH had started the Tesco grant and also South Over Manor Trust.
- Tesco Grant – Steph looked into this and re-logged into the website. Forms to fill out with an idea of the project etc. SMH to have a catch up with Miss Lipscombe about this and to try to sort.
- South Over Manor Trust Grant – Steph looked into this and the next time we can apply is before the 31st March. KH had done the form so need to check this over and send off before the deadline.

11) Container:

- PTA freezer was disposed of by Garry May at Billingshurst Recycling Centre at no charge – thank you!
- PAT test new freezer – not needed until May Day festival.
- Laptop Cupboards – AC to ask at the next governors meeting if we can try to sell these on Facebook. If not gone within a month – can we dispose of?
- 6 boxes of wine glasses in container – agreed we need to get rid of these – sell or give away. RK/SMH to get photos and to get rid of them.

- Agreed proper lighting is needed so £20 to be used to source some lights initially to see how these work as a quick fix.

12) AOB:

- Mrs C has asked if the PTA could subsidise school trips in the future – perhaps give each class a budget for the new year.
- PTA to subsidise reptylers club/panto trip (all things to think about)
- Horsham School parade in July 2025 – agreed PTA would fund the £250 for this.
- Cadbury need some tarp for their sand box and a water tray which they have been promised. RK & SMH to speak to Mrs Peters about size of tarp required and what sort of water tray she would like. Agreed we would sort this asap.
- Mrs C to ask at next staff meeting what things each class would like ‘wish list’ so again PTA can fund some things for them in the new year.
- Mrs C has said that the Sensory room needs some attention so that it can be used. Catch up with Katie P to find out what she would like for in there.

Newsletter items need to be in by 20th November:

- Fruit raffle
- Disco tickets on sale from 25th November
- Non uniform day 13th dec
- Pop up shop
- Xmas raffle

END