



William Penn School

Parent Teacher Association

Registered Charity No. 1134936

PTA OPEN MEETING

Monday 23rd February 2026

MEETING MINUTES

ORDINARY BUSINESS

Next meeting date: Monday 20th April 2026

1) Apologies for absence: RO, KE & Colin Brookes

2) Minutes from Meeting - All ok

3) FINANCES REPORT

-KE on Maternity leave.

- SMH has a roundup of funds etc. - SMH gave a quick overview of funds in the account and things that have been paid for recently – Sports kits and Smartie money onto Go Fund me page.

All agreed to leave £2000 in the bank and the difference to the school library fund.

4) EVENT FEEDBACK

- Cake raffle- Next one Friday 6th March

- Smarties- Was a great success! Raised £548! No parents feedback that their child couldn't eat chocolate

- Bags2School £78 - next date? September 2026

5) DONATIONS

- Tesco donations £75 - from Vinted Sales from stock given to us from Tesco at BBH. SMH waiting for funds to clear on Vinted to then pay onto Go Fund Me

6) LIBRARY UPDATE

- Go fund me page update – Current total is at £1317!

- date for works to start? - Mr Brookes finalising grants etc by end of next week so will have a plan by then.

7) NEXT EVENTS

- 25th Feb - Disco (fancy dress optional) Fancy dress sale while disco is on - all ok. SMH to get popcorn/crisps and breadsticks for KS1

- 5th March - World Book day – **dressing up day**
- 6th March – Cake raffle (moved to beginning of month as Karen has Payroll) Book, uniform and 2nd hand clothes sale after school.- **all happening after school with a cake sale as well.**
SMH has emailed another book company to see if they can attend. £2.50 a book and for every 5 books sold we get a free one for the school.
- 20th March – Comic relief/ Red nose day ‘Take yourself funny for Money’ - **agreed PTA have a lot going on at the moment so will leave to school to sort something**
- 23rd March - Easter egg hunt – Mr Phillips – easter egg hunt 3pm for Y6 as Monday maths club – **AC agreed years 6’s can come out early to do this. Tickets on sale on class list. We have some eggs already in container that were bough. Awaiting donations from Tescos.**

8) LEAVERS

- Hoodies – Print world – **Parents ordered these on the website**
- Leavers’ book – RO, SP & JT – **Discussed this as found a company to do a soft back A4 book for £13,50. Parents to pay £10 and pTA to cover the rest. Minimum order is 15 books. RK to do a poll on year 6 whatsapp to see what the feeling is on these.**
- Social event/ disco – DH date for this? **Monday 20th July 3:15pm-4:15pm KS2 and then year 5&6 to stay on for pizza.**

9) FUTURE FUNDING – ALL TO BE DISCUSSED AT A LATER DATE

- Crowd funding – Cabin classroom
- National Lottery funding
- Tesco
- Coins for Change – email, research what it is?

10) RECYCLING/ GREEN LIVING – All these are working well.

- Astra Recycling **-we get paid quarterly. Next one in April**
- Bags for schools 260kg – **another one in Sept 2026**
- Sussex Green Living – **advertise to aparents what we can take**

11) COMMITTEE ADMIN

- Chloe – Charities commission - **done**

12) DATES FOR DIARIES/OTHER IDEAS EVENTS

- Spring term dates – impact on afterschool external providers (LC)
- Promote event dates
- Dates for discos?
- Break the rules day? Date? **Friday 26th June to lock in with Sports day?**
- Colour run? Date? - **Friday 17th July?**

SUMMER FAIR – Thursday 21st May

Separate date to discuss only Summer Fair – when?

PTA have arranged a seperate Zoom call for this on Monday 13th April at 7:30pm

- Who can help? Staff?
- Raffle– Colour hampers/ Hot yoga voucher via email/ Fishers Farm/ Paradise Park
- Y6 running stalls? Enterprise?
- Crib sheet
- Roger confirmed, Tom iRock? May pole? Mr H on mic?
- Email from MooScoops and Sussex Scoops (Laura C has sent contact details)
- Email from - Jo Mayne re Fireworks – wooden cart Candyfloss and Popcorn – Summer fair?

11) AOB

No other items.