



**William Penn School**

**Parent Teacher Association**

**Registered Charity No. 1134936**

**PTA OPEN MEETING**

**Monday 13<sup>th</sup> January 2025**

**MEETING MINUTES**

### **Ordinary Business**

- 1) Apologies for absence – **Lucy & Rachel O**
- 2) Minutes from 11<sup>th</sup> November Meeting - **ALL OK**
- 3) Matters Arising – Miriam left the PTA do we need an email from her?  
**MIRIAM EMAILED OVER ON THE 8<sup>TH</sup> JANUARY TO CONFIRM SHE WAS LEAVING PTA**
- 4) **DISCO**
  - A big big thank you to all the staff and pta for helping on the build up to and the disco itself.
  - KE update on costs and funds raised.  
**£319.29 INCOME**  
**£15 SNACKS**  
**£6.99 - GLO STICKS**  
**£225 DJ**  
  
**CLASSLIST -£297.83**  
**CASH: 21.46**  
  
**£72.30 PROFIT FROM DISCO**

- Class list debrief – how did we find with tickets etc? Worked well, everyone was able to purchase tickets. A few parents mainly Cadbury noticed that children's surnames were incorrect. Can this be changed??
- Mr H has said he can DJ next time so will save on costs! Mr H to run Leavers disco for KS2 16<sup>th</sup> July. To be discussed at future meeting – Neon Lights? Etc?
- Disco to be called 'Neon Disco' next time rather than 'Christmas/easter disco' so everyone can be included. Discussed and agreed.
- General Feedback:  
Wednesday evening after school next time – AC request 16<sup>th</sup> July 2025  
Food/Drink worked well – all children catered for.  
Glo Sticks good idea, liked by children, SMH to buy glo sticks as and when she sees them on offer for future events.  
1:1 for some children (parent to attend)  
£5.50 a ticket still? Or PTA free event? Agreed prove to remain £5.50  
Crib sheet for disco to be made up. RK to complete.

#### 5) **POP UP SHOP**

- Thank you to all the pta (SMH & RO) and staff with the support with the shop.
- Thank you children – newsletter completed and sent out 17.1.25
- KE update – cost and funds raised  
Total raised £255.30 (included fruit raffle float of £11.53)  
Costs £38.40  
Total made : £216.90
- Christmas Fayre next year? With a pop up shop? Agreed no christmas fair – too busy at this time of year to organise. But AC agreed Pop up shop next year for Wed 17<sup>th</sup> Dec 2025 – own clothes day for donations/sell tokens Fri 12<sup>th</sup> December.
- Tokens – Sum up machine Tokens were perfect, great use of Sum up machine – Sum up Machine kept in PTA secret cupboard in Jacobs cream cracker box.
- SMH has bought wrapping paper already for next year at 50p for packs of 3 in the sale! To be reimbursed.
- RO been collecting things already!
- Gift amnesty? Unwanted gifts etc that we can re-use Donations Monday 20<sup>th</sup> Jan Fri 24<sup>th</sup> Jan to collect donations for future events.
- General Feedback  
More wrappers needed -  
Minimum 5 wrappers

6) **OPERATIONAL**

- Risk Assessments on one drive **Readily available**
- Add 'event sheets' RK to do. Do we want a folder with hard copies in for the event box? **Hard copies required.**
- Event box – SMH & RK to do still **to be sorted ASAP**
- Table Cloths purchased from Home Bargains and used at pop up shop. Wipe clean ones. Need to find a box for them in container and labelled? **Container and labels to be done.**
- Dig out Bunting from Blue 2 **To find**
- Sum up machine – kept in school in secret cupboard in Jacobs Cream Crackers token box so easily accessible. **Everyone aware**

7) January/February Raffle

- Date tickets will go on sale. How long? How much? **Friday 31<sup>st</sup> Jan Draw to take place on Wed 12<sup>th</sup> Feb Agreed £2 a ticket**
- SMH update – prizes etc **publish and launch on classlist**
- Advertise on newsletter, A frame and WhatsApp groups **RO/SMH to create poster and share**
- Feb cake sale baker volunteer needed - **Push back to the 3<sup>rd</sup> April – RO to baker.**

8) EASTER TRAIL/HUNT **TOP PRIORITY TO DISCUSS AT NEXT MEETING**

- Date **3<sup>rd</sup> April 2025**
- Ideas
- Name of event to be inclusive? Egg Hunt? Spring Trail??

9) CLASS WISHLIST

- PTA purchases:  
Sensory Tent (SEN) **PURCHASED**  
Tarpaulins & Water Play Table for Cadbury. **PURCHASED**
- Advertise to parents that we have bought these items? **RK to take pics and post in the next newsletter.**
- KE overview

**Total Income:£1169.61**

**Outgoings: £478.52**

**Balance: £691.09**

**Spent: £273.46 on Cadbury and SEN wishlists.**

**Agreed £150 for Fox, Fry and JBB.**

- T1 – SEN & CADBURY

- T2 – FOX & FRY
- T3 – JBB & Leavers
- Discuss painting easel for Cadbury £409 AC thinks PE grant will cover this.
- Shed & trikes Fundraised in the future
- Fox – Trips AC said it will be discussed at a later date.
- Forest School – Mrs L – Tesco Grant SMH to meet on 22.1.25 to discuss. reuirements for Forest School.

#### 10) COMMITTEE ADMIN

- KE – Treasurer update & NatWest Handover/Banking KE now has online banking access and KE and RK have cards and pins for bank, KE chased Natwest for SMH card – application resubmitted.
- Shall we get Neil something as a 'thank you' for all his help? Agreed – RK/HB to ask wife for ideas
- RK – Charity Commission – KE updated
- Parent kind renewed Jan' 25 Completed
- SMH reimbursed? To send reciepts to KE
- Electrical Invoice Paid RK/NG Completed

#### 11) PLAYGROUND PLANTERS

- SMH has invoice from May&Son – to be paid please and then we can get sponsors to pay. KE has paid invoice sponsors need to pay into PTA account.
- SMH & RO to sort signage from sponsors for the planters Investigating

#### 12) TERRACYCLE

- RK to call Joy ongoing

#### 13) SCHOOL GRANTS

- Tesco – Discuss with Mrs L re Forest School project. SMH happy to do this. SMH meeting with Mrs L to discuss both on 22.1.25 and apply.
- South Over manor farm grant – need to apply by 31<sup>st</sup> March

#### 14) CONTAINER

- Time to sort and organise – SMH & RK? Ongoing waiting for better weather
- PAT test freezer before the summer term
- Laptop advertised but no interest. JL asked SMH before Xmas if we wanted school to dispose of – SMH agreed. Has this been done? If not when? Check with Janet if been done.
- Lighting for container. RK says she has some we can try.
- Uniform sale/glasses sale one day after school?? Get rid of uniform and glasses! At Spring Extravanganza

#### AOB

- Dates for diaries – next events?

- September – Tea & Tissue idea from SMH for new starter parents AC agreed good idea
- May Day celebrations – to include all faiths. PTA to sell drinks? Ice lollies?? RO to speak to Zara-Grace mum about inclusion.
- Summer – Year 6 Leavers Event – highlighted by Joy. Make it special for them and give Y5 something to look forward too. Ideas? Hoodies, leavers books? Ask Y6 and staff what they would like. Discussed disco/pizza/award evening after school to discuss with Mr Phillips – Wed 16<sup>th</sup> July No HB/KE available HB TO SORT LEAVERS HOODIES ASAP
- Christmas cards for this year – children to make own cards and PTA get a cut off proceeds. Easy task. SMH/RO to sort for Septmember
- Summer Fayre – ideas? Programme with sponsors? AC has sourced a stage, ask Roger re band Sunday 6<sup>th</sup> July
- Sports Day – PTA to sell tea/coffee and cakes?? Yes to selling coffee etc
- Date of Next meeting? Monday 24<sup>th</sup> Feb