



William Penn School PTA
'Living, Laughing and Learning Together'

**WILLIAM PENN SCHOOL
PARENT TEACHER ASSOCIATION**

Registered Charity No. 1134936

MONTHLY MEETING

18th JULY 2024

4PM - 5PM

ATTENDEES:

WILLIAM PENN TEACHER

Mrs Constable (*Acting Head Teacher*)

WILLIAM PENN PTA COMMITTEE

Roger Lewis

Neil Gallaher

Kath Haines

Lucy Huggett

Rachel Kerry

MEMBER VOLUNTEER

Harriet Buckley

APOLOGIES:

WILLIAM PENN PTA COMMITTEE

Miriam Jarvis

1. OLD BUSINESS & APPROVAL OF LAST MEETING'S MINUTES

RL initiated the meeting by welcoming all participants. Subsequently, the minutes from the prior meeting were revisited, with each attendee confirming their acknowledgment and approval of the content.

2. PERSONNEL

RL announced that Kath Haines (Secretary) and Neil Gallaher (Treasurer) will sadly be stepping down from their roles in the PTA at the end of this academic year. NG generously said he can stay on till September to help the new Treasurer get set up.

RL highlighted there will need to be a drive in the Autumn Term to recruit new PTA members. RK mentioned there are a couple of parents keen to get involved following the success of the Summer Fair.

HB confirmed her intention to join the committee starting in September 2024.

It was agreed to host the PTA AGM meeting in September (Thursday 19th at 3:30pm) to help with the awareness of the committee but also to inform the new intake of parents about how they can get involved should they wish. NG has kindly worked on a 'PTA Welcome Pack' which will be distributed to the whole school before the end of term but will also be sent out to the new intake of parents too.

The monthly meetings going forward were raised and it was agreed the following would happen:

- Main monthly meeting (x1 a month) will take place on Zoom on a Thursday at 8pm – to allow for a majority of people to attend and participate. Meeting minutes will then be distributed to Mrs C (who won't attend the zoom) and others that aren't able to make it.
- There will be x4 in person meetings each year which will be held at the school at 4pm – Mrs Constable to attend these.



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3. TREASURER REPORT

NG proceeded to deliver the most recent treasurer's report, which detailed:

Summer Fair:

- Income £1,578
- Costs £811.10
- Profit: £766.90

Our costs were higher than we hoped for but we have lots of little prizes left that can be used for future events. We did over-buy on prizes, sausages, rolls and ice cream which are things we will learn from for the next event.

The annual accounts will be finalised and submitted after the PTA's financial year ends on 31/07/2024. I have drawn up draft accounts based on the transactions so far as I am not expecting any more.

Provisional figures show the PTA's income for the year was £2,665.16, and total expenditure including donations to the school came to £7,998.28, leaving a surplus of minus £5,333.12. Donations to the school this year totalled £6,910.23.

We started the year with over £11,000 in the PTA's bank account and an aim to start using that for the benefit of the children's education. We have been successful in doing this, after giving more to the school this year than the previous 5 years combined.

3.1. ADDITIONAL ADMINISTRATORS

It was discussed and agreed that additional committee members need to be added to the NatWest and SumUp accounts. RL and RK have volunteered for these positions. NG will take responsibility for organising and submitting the required paperwork to ensure that RL and RK are added to the accounts accordingly.

Additionally, Mrs. C will need to be removed from the NatWest account due to a conflict of interest.

4. SUMMER FAIR THANK YOUS

The achievement of the Summer Fair event was acknowledged. Everyone felt it was a huge success! KH has written up Feedback with key learnings for the next years event. KH needs to forward the Feedback on to Mrs C for her to save down on the school system.

Confirmation was given that all thank yous had been sent, except for those to the teaching staff who helped and attended the event. The PTA will organise a card and sweet treats to be given to them all in Friday's assembly, along with a golden sticker from Mrs. C.



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5. TERRACYCLE UPDATE

KH mentioned there was no major update on the scheme apart from that the school has vastly improved its funding and earnings through the programme. Information about old plastic school water bottles and lunch boxes was communicated to parents in the last school Newsletter.

This project will continue to be a focus for the PTA in the 2024/2025 academic year as it is a brilliant and easy way for the PTA + School to earn extra funds.

Note the contact who the PTA liaise with is: Joy Carter from Sussex Green Living: [Meet the team \(sussexgreenliving.org.uk\)](https://www.sussexgreenliving.org.uk)

6. COMMUNITY GRANTS

10.1 SOUTHOVER MANOR TRUST

KH informed the committee that she has filled in the application form accordingly. There are some outstanding queries on some of the questions which she will investigate further with Mrs C and Ms L. As KH is leaving the PTA she will work with RL in getting the application submitted on time once we have final sign off from Mrs C.

Note: the next Trust Grant application closing date is **30th September 2024**.

7. AOB

11.1 NEXT PTA/AGM MEETING – FACE TO FACE AT THE SCHOOL

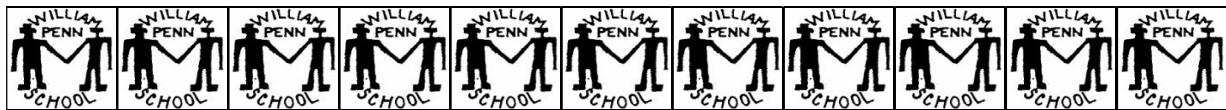
Thursday 19th September 2024 at 3:30pm. An after-school club will be available for children to enable parents to attend the meeting. RG will arrange for a letter or notice of the AGM to be sent out 21 days prior to the meeting."

11.2 SCHOOL FLOWER TUBS

RK suggested exploring the possibility of having parents sponsor the flower tubs at the school entrance for the new academic year, with a potential sponsorship amount of £25. This initiative would help maintain the appearance of the tubs. This project will be revisited again and communicated to the parents in September.

11.3 PTA CONTAINER

The committee agreed that the PTA school container needs shelving installed to improve organisation. HB mentioned that her father might be able to assist with this, although it would likely be after the late Autumn term. This plan will be addressed after the summer holidays at the next PTA meeting.



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ACTION LIST:

Subject	Action	In Charge	Deadline
Minutes	KH to write up the Meeting Minutes and distribute accordingly.	KH	23 rd July
Thank You Card – WP Teachers	KH to organise a thank you card to give to the teachers in Friday's assembly	KH	19 th July
Thank You Sweet Treats – WP Teachers	RK to bring in the sweet treats to the teachers for Friday's assembly	RK	19 th July
PTA Welcome Pack	NG to share the final PTA Welcome Pack to school parents	NG	22 nd July
AGM Letter	RL to compose and distribute AGM letter to Wp parents informing them of the meeting	RL	22 nd July
Southover Manor Trust	KH keep working on application and share the final copy with Mrs C and MS L	KH/RL	Ongoing/ 30 th September
NatWest & SumUp	NG to organise additional committee members on to the accounts	NG	Ongoing/ 30 th September

DISTRIBUTION:

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