



William Penn School

Parent Teacher Association

Registered Charity No. 1134936

PTA OPEN MEETING

MINUTES

Monday 12th January 2026

AGENDA

HAPPY NEW YEAR!

ORDINARY BUSINESS

Next meeting date: 23rd February

1) Apologies for absence: **KE & RK**

2) Minutes from Meeting - 10th Nov 2025 **ALL OK**

3) FINANCES REPORT – KE

SMH ran through the report highlighting profits made on most recent events. Explained amount in the bank and we agreed we wanted to keep £1500 buffer in there.

Once we have paid for the author, kits and roads signs we will know how much we have left and let CB what is in the pot towards the new pod. All happy to use more than the £5k we originally said we could put towards it.

4) EVENT FEEDBACK

- **FIREWORKS** - updated crib sheet attached to minutes – **SMH will update this from feedback**
- Feedback- **Great event! Lots of positive feedback! Amazing we made £260.17 profit!**

Next time we need:

More floats with change

More hot choc and coffee

Have more than the 1 urn working

Prefill cups with hot choc powder/tea bags etc.

Suggested that people put their own cream and Marshmallows on?

Do we want to do it again in 2026 or do it 2027? Whatsapp poll from parents and decide at next meeting.
Need to do it closer to fireworks night though.

- Thank you sent – Aurora, Old Barn, Universal, Lidl, Waterstream & Tesco - **DONE**

- **POP UP SHOP**

- Feedback – Another great event!

We will do again this year – Wednesday 16th December 2026. Set up in the morning while children at Christs hospital

Do we limit amount of tokens that can be bought?

HB said about no one buying tokens on the day – CB said this can't be helped by some children so may need to allow this?

Donate items throughout the year – RO to msg on whatsapp

Make sure that Sept 2026 year 4 and year 5 go first!

5) DONATIONS RECEIVED – **Thank you cards TO DO STILL RK & SMH TO SORT**

ROAD SAFETY – Prestige £600 (CB to confirm which signs to order) CB doing this and getting designs together.

SPORTS KITS - Berwicks £153, Waterstream £250 (SMH/ SP) SMH has ordered a cheaper kit from 'Shein' awaiting arrival to see quality of it. If all ok will use this kit and Chloe Betts is asking a local embroiderer 'Printz Charmin' how much he would charge to put logos on these kits

LIBRARY - Silvesters £500

CHAPEL CH (NATIVITY) - Fothergills £500 (paid into school bank account)

6) FUTURE FUNDING

- Crowd funding – Cabin classroom – CB & AC going to write a paragraph about the funds and send to SMH. SMH to launch crowd funding website – also see below for more info on this **

- National Lottery funding – Not discussed

- Tesco - Not discussed

- Coins for Change – email, research what it is? SMH to research this

- SMH has a 'Smartie Challenge' Idea - SMH explained about smartie challenge. Everyone happy to do this. RO to talk about it in assembly the day Smarties given out.

Smarties going home on Friday 30th January and will be collected back in Friday 6th Feb. SMH & RK to collect and count them.

CAKE RAFFLE Also happening in the morning of Friday 30th January

7) RECYCLING/ GREEN LIVING

- Astra Recycling – Tues 13th delivery - Empty existing bins – SMH and Ashley Denyer moved them to near the containers. Need to be emptied and cleaned out. Emma in office said we could bag stuff up and put it in schools bins.

AC suggested making some flyers to put through the doors in the road so our neighbours know the bin is there for them to use as well.

- Bags for schools – Bags being sent out 30p a Kilo – Collection from WP by them on Wednesday 4th Feb 9-1pm. Parent deadline end of school Tues 3rd?- Bags arriving this week (12th Jan) need to be given out to children and staff too.

8) COMMITTEE ADMIN

- Chloe – Charities commission – SMH/RK/KE to add Chloe to this
- Parentkind renewed 01/01 £121 - Everyone happy that we renewed for another year

9) DATES FOR DIARIES/OTHER IDEAS EVENTS

- Spring term dates – impact on afterschool external providers (LC) 25th Feb Disco – CB to let clayclub know
- Promote event dates - SMH to get a poster together of dates, these will go on newsletters, notice board and on whatsapp groups
- Raffles – Colour hampers/ Hot yoga voucher via email – agreed to save the raffle for the ‘Easter’ event that we will do. Feel there will be alot going on at end of Jan/Feb
- Dates for discos? Weds 25th Feb. SMH to set up on classlist
Will look at other dates for other discos at next meeting
- Easter event? SMH thought about the ‘Wonka’ Bars - explained what this was and how it would work. To tie in with Easter Event. Everyone happy with this. SMH to see about getting chocolate bars donated.

CB – is very keen to do the colour run for the end of the summer term. We all agreed this would be a fun thing to do and would work well as Summer Fair in May this year.

HB – suggested a ‘break the rules day’ children can pick up to 5 rules to break for the day ie: nail varnish, coloured hair etc and we would ask for 50p/£1 per rule they are breaking. Everyone liked this idea – Date TBC

NEW LIBRARY/POD

Discussed in depth about the new library/pod that the school would like to build.

CB said that the school have £14,000 funds towards this

PTA have a historical £5000 that we agreed last year we would contribute. We may be in a position to alloacte more once we have paid for things in the pipe line and have kept a £1500 buffer in the account. RK/SMH to update CB with the figures.

CB has said we need we are £4000 short as we need £25,000 approx We agreed that every event we do, funds need to go towards the library.

CB has said the we can get funds from other sources for books etc once the building is up.

There is definitely the need for the extra space and a library is a must.

Time line wise – CB needs to clear with governors and west sussex but wants to get moving asap.

We need a groundworker to do the immediate ground works and a electrician – School and PTA to find out if any parents are in this trade and willing to help – potentially lead up to Easter for this to be done.

The actual building takes 5 days to order and only 2 days to build!

It will be well insulated with heating and windows.

CB , AC and RO all said what a benefit it will be to the school. This is a very exciting project!

10) IMPORTANT ITEMS FOR NEXT MEETING

SUMMER FAIR – Thursday 21st May – ALL TO BE DISCUSSED NEXT TIME

- Who can help? Staff?
- 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?

LEAVERS

- Hoodies – Print world – Everyone happy to use Print world (same company as xmas cards) SMH to email them list of year 6 names to get the ball rolling with website being created for ordering.
- Leavers' book
- Social event/ disco

11) AOB

Christmas cake TY – SMH / RK to sort card for Claire