



Location: The Wheatley Hotel

Date: 15<sup>th</sup> Sept 23

Time: 7.30pm

Ben Rhydding Primary School PTA

## Meeting Minutes – September 2023

### Agenda items

#### I. Welcome, introductions and members present

JM-S welcomed all to the meeting and introduced the trustees

Attendees:

Jessica Morgan-Smith, Louise Hegarty, Emily Brewster, Sally West, Hannah Walton, Sarah Edwards, Kirsty Strickland, Amelia Mounsey, Jemma Walker, Caroline Bradbury, Steph Lawson, Amy Collins, Hayley James, Anna Hepworth, Jo Quaife, Lauren Bagshaw, Kate Ledger, Claire Sunderland, Bex and Matt Brown.

#### II. Apologies

Lucy Alston, Rachel Kidd, Monika Stills

#### III. Old business and approval of last meeting's minutes

AGM minutes presented at meeting and agreed.

#### IV. Matters arising

4.1: Proposed calendar presented by JM-S (appendix 1)

4.2: House Christmas Art Day Volunteers asked for 28<sup>th</sup> November – SE, AM, SL and JQ volunteered

4.2a: 2 recommendations for the 'new' Santa's (Richard Thomas a Reception Dad and Dan Cullen-Shute a Year 3 Dad nominated in their absence by JQ and HJ (Action to reach out to Dads). HW thinks school have 2 Santa costumes and JQ stated pre-school have a further one we can borrow.

4.3: Christmas fair lead and committee needed. Christmas fair is booked for Sunday 3<sup>rd</sup> December. SL to act as consultant and EB will support with finance. Jackie Silverthorne and Anna Moorhouse nominated in their absence by AC and JM-S. First Christmas fair meeting proposed for Thursday 12<sup>th</sup> October. At this meeting each class will be required to nominate a rep and agree the stall they will manage at the fayre

4.4: Cross country volunteers needed for 3<sup>rd</sup> Feb 2024. LH and SE volunteered. Class reps to spread the word and source more volunteers.

4.5: School Discos. CB and SE are taking lead for the winter and summer discos.

4.6: Bun sales. Dates booked as per appendix 1. CB and SL to coordinate second hand uniform sales with the bun sales



4.7: Funding and grant co-ordinator volunteer requested. Dan H-S nominated by HJ.

**V. Financial report**

5.1: Financial report given by EB (appendix 2). We are switching banks to reduce fee payments and to make paying in case easier. Encourage none cash payments at events where possible, highlighting parent pay, contactless and the QR code as alternatives

**VI.** Review purchasing arrangements. Miss Alston over spent of the water play toys from the reception bake sale by £42.97. This led to concern that last years' reception did not benefit from their bake sale with it being so late in the year. Suggestion of changing bake sales from class order raised.

**VII.** Head Teachers' Wishlist was read by LH and included -  
16 iPads

Winning house treat day

Resources for the library – graphic novels and magazine subscriptions

KS2 garden plant beds and KS1 garden water butts and downpipe

Tables and Chair replacements for classroom

Debate over whether android tablets could be an alternative to iPads.

Discussion over whether treat day is fair as the same house seems to win regularly.

Suggestion that parents may want to buy and donate books to the library, or whether online subscriptions would be possible with the new iPads.

It was raised that some parents may be able to donate the wood and make the plant beds, or a donation from Moss and Moor garden centre may be possible.

A 'sponsor a chair' initiative was suggested which LH is happy to run, and EB pointed out that if the tables and chairs were bought as gifts by parents, we could claim gift aid. One parent raised that table and chairs should not be funded by the PTA but by using council funding, so this will be raised with the school.

**VIII.** Future events

8.1: Event suggestions-

A ball was suggested as this normally is a good fundraiser for the PTA. No volunteers to take the lead on this.

Race night. No volunteers to take lead on this.

A film night twice a year was raised. This used to happen pre-covid and was run by Katie



Smithson. The logistics of setting this up again to be looked into by LH, LH to reach out to Katie Smithson.

Games night run by year 1 dad Joe Fraser, nominated in his absence.

Cheese, wine and beer night supported by Martinez and Ilkley Brewery. JMS contacted Martinez.

Flower arranging night. CB to contact Floral dance about this  
Pottery painting. No volunteers to take lead on this

**IX.** Correspondence: None

**X.** Any Other Business: None

Date of next meeting: 17<sup>th</sup> January 2025. Time and location to be arranged.

Apologies:

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Action Items	Owner(s)	Deadline	Status
4.2a Check that nominees are happy to be santa	JQ and HJ	1 <sup>st</sup> Oct	In progress
4.2a Check the santa outfits at school	HW	1 <sup>st</sup> Oct	In progress
4.3 Check that nominees are happy to form the Christmas Fair committee	JM-S	1 <sup>st</sup> Oct	In progress
4.3 Arrange and disseminate location and time for first Christmas fair meeting	JM-S	1 <sup>st</sup> Oct	In progress
4.4 Find volunteers for cross country on 3 <sup>rd</sup> Feb	Class reps	3 <sup>rd</sup> Feb	Reminder in Dec, Confirmation in Jan 24
4.7 Check grant nominee is happy with role	JM-S	1 <sup>st</sup> Oct	In progress

7 Check with school on iPad vs Tablet	JM-S	1 <sup>st</sup> Oct	In progress
Ask parents if they would like to gift books to the school	JM-S LH	1 <sup>st</sup> Oct	School to be asked what books are required for each class before message issued out to parents via Class Reps
Contact Moss and Moor about planter donations	JM-S	1 <sup>st</sup> Oct	In progress
Query whether the tables and chairs should come from council, otherwise setting up a 'sponsor a chair fundraiser'	JM-S LH	1 <sup>st</sup> Oct	In progress
8: Logistics of a film night to be looked into	LH	1 <sup>st</sup> Oct	In progress, look to book one in Oct / Nov 23 and Spring 2024
Game night nominee to be approached	JM-S LH	Jan 2024	To be discussed further at next PTA meeting as this will be a 2024 event
Floral dance to be approached about a flower arranging night	CB	1 <sup>st</sup> Oct	In progress
Cheese, Wine and Beer night	JMS	1 <sup>st</sup> Oct	To be looked into for Nov 23
Look for volunteers for other suggested events	Class reps	17 <sup>th</sup> Jan	In progress

Appendix 1: proposed events calendar

**DATE**

**EVENT**

**2023**

15th September

**PTA meeting**

21st September

**Bake Sale - Year 3**

11th October

**Bake Sale - Year 1**

16th November

**Bake Sale - Year 6**

28th November

**House Christmas Art Day**

3rd December

**Christmas Fayre inc uniform sale**

13th December

**Disco**

**2024**

17th January

**PTA meeting**



3rd February

**Cross country**

8th February

**Bake Sale - Reception**

7th March

**Bake Sale - Year 2**

8th March

**Bingo**

4th April

**PTA meeting**

**Art day planning**

11th April

**Bake Sale - Year 4**

17th April

**Carnival Art Day at school**

6th May

**Carnival**

9th May

**Bake Sale - Year 5**

21st June

**Summer Fayre Inc uniform sale**

15th July

**AGM**





17th July

**Disco**



## Ben Rhydding Primary School PTA – Treasurer's update 15/9/23

- Accounts for last year now closed with £5404.16 at the bank/in cash
- Event profits plus other income last year (excluding bake sales) brought in £6130
- The bank balance includes £1332.11 of bake sale money carried forward to this year for classes to spend
- Since the start of this year, we have a net income of £63.25 - mostly lottery commission.
- We keep £1000 in the account to cover usual expenditure / purchases ahead of income
- This means we have £3135 available to spend or allocate towards bigger purchases on the wish list now – and how much more can we raise?!
- Started process to switch banks – should be more efficient and save bank charges – still need to encourage non-cash payments where possible and any expenses will need to set up payees again.

### Purchasing arrangements

Reception purchase of water play toys from 22/23 bake sale money: total spent £290.11 but bake sale money was £247.14. Kim has offered to revise invoice to us down by £42.97 or do we suggest they take it against this year's sale? – revise invoice, disgruntled Y1 parent at their kids not benefitting from last year's reception sale