



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

## PTA Meeting Minutes

Monday 21<sup>st</sup> March 2022 – 8:00pm

Wheatsheaf, Cuckfield

No.	Agenda Item & Notes
1.	<p><b>Welcome, note attendance and apologies:</b></p> <p><b>In attendance (in person)</b> Sophie Lightoller - Co-Chair Nicky O'Connor - Co-Chair Amy Hughes - Vice Co-Chair Emma Hughes - Vice Co-Chair Louise Henderson - Co-Secretary Abby Moul – Co-Treasurer Jennifer Plenty - Trustee Katherine Field - Trustee Laura Henger – Trustee - Governor Liaison Ann McGregegor – Head Christa Bakker - Parent Ailsa Body - Parent</p> <p><b>Apologies</b> Alice Brown - Co-Treasurer Kat Finley - Co-Secretary Paulina Hechenleitner – Trustee Laura Dunbar - Trustee</p>
2.	<p><b>Approve the minutes of the last meeting:</b></p> <p>Approved.</p>
3.	<p><b>Co-Chairs' Report</b></p> <p>Note of thanks to the out-going committee for all their previous hard work, smooth handover and continued support.</p> <p>Thanks to Cuckfield Local for selecting us as one of 3 charities to receive a donation of £200.</p> <p>Very honoured to receive a donation from Veronika Hutchinson aka 'Granny's friends who chose the PTA to receive a contribution from the collection at her funeral. A card of thanks will be sent to her family. The PTA will work with the school to create a fitting memorial in Granny's memory.</p> <p>The new committee members are now registered as trustees with the charity commission. The constitution is in the process of being updated to enable us to hold hybrid meetings – a draft will be sent out in due course, followed by an EGM to approve.</p> <p>PTA funded events this term as follows:</p> <ul style="list-style-type: none"><li>- Opera Brava - the whole school got to enjoy the performance of The Lion, The Witch &amp; The Wardrobe by year 5.</li><li>- Ensemble Reza – enjoyed by KS2. Thanks to Lindsay Smith for organising.</li><li>- Termly Forest School - PTA funds have been used to train Hannah Marshall as level 3 forest school teacher.</li></ul>



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	<ul style="list-style-type: none"><li>- Cake Sales - £600 raised so far this term.</li><li>- Non-uniform day was cancelled and will be rescheduled for next term.</li><li>- Each year group continues to receive £250 a term to spend as they wish.</li></ul>
4.	<b>Treasurer's Report</b> Presented by Abby Moul – Co-Treasurer See attached summary.
5.	<b>Head Teacher's Report</b> <ul style="list-style-type: none"><li>- Thanked the PTA for the opportunity to take part in Opera Brava – such a fantastic opportunity for the children and they should be very proud of their performance. Note for next year - the price has increased to £2000 which hopefully the PTA will continue to fund.</li><li>- Ensemble Reza was gratefully received and enjoyed by KS2. Thanked the PTA for agreeing at short notice (need to look for a different videographer for future events).</li><li>- Very appreciative that the Children can take part in termly forest school sessions. Great news that Hannah Marshall has now been trained, relieving some of the pressure from Mrs Dobson. The school are likely to request funds to train another teacher at some point later in the year.</li><li>- Thanked the PTA for all their hard work.</li></ul>
6.	<b>Funding Requests</b> No funding requests currently.
7.	<b>Future Events</b> <ul style="list-style-type: none"><li>a) Mother's Day Shopping Event - 25<sup>th</sup> March - Lou &amp; Alice have sourced three eco-friendly items from small businesses. £1 per gift. The event will run from 9:30-12. No sign up needed.</li><li>b) Easter Trail – 4/5<sup>th</sup> April – Sign up and info has just been issued. Chocolate treats to be purchased. Sarah Thomas has updated trail booklet – ask school to print. £2 per child.</li><li>c) Year 4 cake sale rescheduled for 7<sup>th</sup> April – Needs to be added to classlist</li><li>d) Bags2School Collection – 29<sup>th</sup> April.</li><li>e) Cuckoo Fair – 2<sup>nd</sup> May – lots of glitter tattoos in the lock-up. Agreed to do alcohol tombola. Need to check the license. Any other ideas welcome!</li><li>f) Cuckfield Market – 14<sup>th</sup> May – previously sold willow stars, gingerbread men decorating, plants. Children events are always popular. Check with Paulina if she could run a forest school activity/sell plants from gardening club. A good place to sell raffle tickets.</li><li>g) Queens Jubilee Tea Towel – previously for the tote bags, Jen ordered 600 each for KS1 &amp; KS2 and had to order more. It would be good to get an idea on numbers or organise a pre-order? AM agreed it is fine to do in school (date TBC) and will run alongside the picnic/afternoon tea arranged by the school.</li><li>h) Summer Fair<ul style="list-style-type: none"><li>- Paulina can't attend on 18<sup>th</sup> June which would impact Forest School. 11<sup>th</sup> June or 2<sup>nd</sup> July proposed as alternatives.</li><li>- Need to approach people as very few come forward to offer help.</li><li>- In previous years most successful raffles had cash prizes - 3 cash prizes and wheelbarrow of alcohol as top prize.</li><li>- The Jupps normally sponsor the tickets – Jen offered to ask if they would like to again. Usually, £70 for 5000 tickets.</li><li>- The fair is historically sponsored by Hamptons. Could ask Richard Butler at Mansell.</li><li>- Ideas: inflatables, donkey rides, tombola, BBQ, tabletop games, stocks (!), school uniform sale, cars/Porsche, tractor, bar (grape &amp; grain often do a good offer), tea/coffee (Sussex coffee truck?).</li><li>- Get class reps involved and give each year group a project.</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>- Agreed a separate meeting would be beneficial – 4<sup>th</sup> April 8pm in the Wheatsheaf.</li><li>i) Year 6 Leavers party – Laura organising. Fundraising will commence on Fridays after easter.</li><li>j) School uniform sale – ask class reps to remind parents that the stock is there. Contributions welcome. Make it accessible to all. Coat sale in Autumn term.</li><li>k) Grounds Day – Scheduled for 7<sup>th</sup> May 2-4pm. Promote on classlist.</li></ul>
<b>8.</b>	<b>Fundraising ideas</b> <ul style="list-style-type: none"><li>- Voluntary Contributions – strapline at the bottom of comms?</li><li>- Tesco Grant Scheme – nonstarter. Could go back to Waitrose.</li><li>- Co-op Fundraising.</li></ul>
<b>9.</b>	<b>AOB</b>
<b>10.</b>	<b>Date of next meeting</b> 6 <sup>th</sup> June 2022 - The Wheatsheaf, Cuckfield