



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

PTA Committee Meeting Minutes

Tuesday 17th September – 7:30pm

The Wheatsheaf Pub, Cuckfield

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies:</p> <p>In attendance (in person) Sophie Lightoller – Chair Emma Hughes - Treasurer Louise Henderson - Co-Secretary Jen Brown – Deputy Chair Kat Finley - Co-Secretary Ann MacGregor – Head Alice Brown Natalia Moore Marilize Louw Aaron Arnold Jenny Chard Sue Wright Madeline Penny Alessandra Chiap Maria Mauesae Kirsty Langley George Hyslod Andrea Vander</p>
2.	<p>Approve minutes from the last meeting – Chair</p> <p>Approved.</p>
3.	<p>Chair's Report – Sophie Lightoller</p> <ul style="list-style-type: none">• Sophie welcomed everyone back and hoped everyone; parents and children, old and new are settling back into school life.• Note of thanks to Amy Hayden for her work on classlist structure; and to Lou Henderson and Year 1 team for hosting the new starters coffee morning for reception parents today.• Term has got off to a great start with Forest school sessions for all year groups- The PTA are very excited that Miss Marshall has completed FS training and are now able to fund 2 sessions per term for each year group.• The PTA had a successful summer term, ending the year with the fantastic summer fair which continued the circus theme with performances from circus acts. Sadly cuckoo fair was cancelled due to weather so the bottles collected were used for the summer fair.



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	<ul style="list-style-type: none">• The school said farewell to year 6 – and as always the PTA were delighted to fund the pupil premium hoodies.• The Father's Day shop was once again a big success and enjoyed by all the children.• Second hand uniform – The PTA are looking for School Uniform Champions (SUC) to take this on moving forwards – possible idea to set up an email for people to send in requests. Maria & Aaron have registered interest, and this will be discussed at next informal meeting.• Recruitment of new PTA committee – explained that the existing PTA would like to transition a new team over the next few months with a formal handover at the AGM in January 2025
4.	Treasurer's Report Presented by Emma Hughes –Treasurer
5.	Head Teacher's Report <ul style="list-style-type: none">• Thanked the PTA again for all their hard work and said how nice it was to see some new faces at our meetings.• Delighted that Lizzie Murry is being trained as a Forest School Lead• Encouraged parents to step up and join the PTA and explained how it is a vital part of school life and school funding• Went through a few of the newer events that have been held and how well received they have been, particularly The Circus Skills Workshop and The Colour Run. Shared that she has never worked at a school that provides the same experiences.• Reiterated how grateful the staff are for all the money raised through the PTA.
6.	Funding Requests Approved last term - <ul style="list-style-type: none">• PSHE resources• Benches• Year 3 books• Year 6 hoodies• New SEN sensory room <p>No further requests put forward.</p>
7.	Future Events/projects <ul style="list-style-type: none">• Cake Sales (Dates to be sent out)• Christmas Card Project – October• Mayor's procession -20th October (Theme was discussed and 'favourite books' was agreed. Need a team to organise)• Cuckfield bonfire stand – 2nd November (Need a lead. To be discussed at the next meeting)• Christmas fair – Friday 6th December• Christmas shopping day – Wednesday 18th December – Claire Lawrence



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8.	AOB <ul style="list-style-type: none">- The PTA structure was discussed and went through all the roles and how it can work. A few people in attendance have voiced an interest and several people that were unable to attend have also expressed interest.- A Whatsapp group has been set up by existing committee for all those interested in helping on the PTA either in a formal or informal capacity.- All agreed to hold a separate meeting to get all those interested together and to discuss in more detail.- Meeting confirmed for Wednesday 2nd October – The Wheatsheaf
9.	Date of next Committee Meeting Tuesday 21 st January – Holy Trinity School – 7:30pm (following the AGM)