



# PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

**EGM/PTA Meeting Minutes**  
**Monday 13<sup>th</sup> June 2022 – 7:30pm**  
**Holy Trinity School, 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 Emma Hughes - Vice Co-Chair Kat Finley - Co-Secretary Louise Henderson - Co-Secretary Alice Brown - Co-Treasurer Abby Moul – Co-Treasurer Jennifer Plenty - Trustee Katherine Field - Trustee Laura Henger – Trustee - Governor Liaison Ann McGregegor – Head Laura Bibby – Trustee</p> <p><b>Apologies</b> Paulina Hechenleitner – Trustee Laura Dunbar – Trustee Amy Hughes - Vice Co-Chair Fiona Halsey - Parent</p>
2.	<p><b>EGM - chaired by Kat Finley</b></p> <ul style="list-style-type: none"><li>- Purpose of the EGM is to review and agree changes of the Constitution which allows the PTA to hold Hybrid Meetings. Must receive a 75% majority to pass.</li><li>- Attendees asked to review points 5.1 and 5.2 where the amendments are. The rest of the document remains the same.</li><li>- All agreed that all PTA termly meetings moving forward will be hybrid to encourage involvement and inclusivity.</li><li>- KF asked for a show of hands to vote in favour of the amended constitution.</li><li>- Vote – 100% of votes cast in agreement.</li><li>- NOC/SL signed amended constitution – witnessed by Abby Moul</li><li>- KF will advise the charity commission and send a signed copy of the amended constitution within 15 working days of the date of this meeting and arrange filing of documentation.</li><li>- End of EGM</li></ul>



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3.	<p><b>PTA Meeting</b></p> <p><b>Approve the minutes of the last meeting:</b></p> <p>Approved.</p>
4.	<p><b>Co-Chairs' Report – Sophie Lightoller</b></p> <p>Note of thanks to all attendees.</p> <p><u>Update on communication:</u></p> <ul style="list-style-type: none"><li>- Weekly update 'whole school announcement' on classlist – Sunday am with roundup of week</li><li>- Individual events are published on class list with a weekly and 24-hour reminder</li><li>- Class reps should provide weekly class update on class list and whatsapp group.</li></ul> <p><u>What's going on:</u></p> <p>Very busy term with successful events both at school and within the community as well as lots of planning for the summer fair.</p> <ul style="list-style-type: none"><li>- The Bag2school collection was a success. Fantastic as a fundraiser and sustainable and supportive project. <b>Action - to book in the October Collection.</b></li><li>- The Cuckoo fair bottle tombola raised nearly £1000. Thanks to Emma and Amy for running this.</li><li>- Cuckfield local market - delighted to be the charity selected to attend. Stall selling cakes and jars of flowers alongside Paulina who ran a very popular craft activity. We are hoping that we will be able to have the opportunity again in September.</li><li>- Tea Towels – we have not sold as many as we would have liked. We are therefore looking at placing baskets of towels with a donation box in local Businesses, as well as the Summer Fair. Thanks to Alice and Lou for organising this project.</li><li>- Year 6 fundraising stalls have successfully raised all necessary funds for the leavers party and other events. Thanks to Laura for organising this.</li></ul> <p>In summary, everyone is enjoying their new roles. Note of thanks for all the support. The team is looking forward to a successful end to the school year with the summer fair as the focus. Please send any ideas for future fundraising events.</p>
5.	<p><b>Treasurer's Report</b></p> <p>Presented by Alice Brown &amp; Abby Moul – Co-Treasurer</p> <p>See attached summary.</p>
6.	<p><b>Head Teacher's Report</b></p> <ul style="list-style-type: none"><li>- Thanked the PTA for the Easter Trail that was very well organised. Very positive feedback and enjoyed by all the children.</li><li>- Cake sales continue to be positive and enjoyed by all.</li><li>- Father's Day/Mother's Day – children really enjoy these days and are very lucky to have this experience.</li><li>- Thanked the PTA for all their hard work.</li></ul>



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<b>7.</b>	<b>Funding Requests</b> <ul style="list-style-type: none"><li>- Request from Gaby Dobson - Outdoor items including large thermos for hot chocolate &amp; beginners sweep net. Total cost £273.78 – 100% approval from attendees. AB/AM to decide how this is funded (possibly out of spring terms allocation that wasn't used).</li><li>- Balance Bikes/Go Karts for reception. No official request but would be nice to provide. Would need to consider storage. SL has contacts and will investigate.</li></ul>
<b>8.</b>	<b>Future Events</b> <ul style="list-style-type: none"><li>- Wednesday 15th June – new reception parents welcome evening – NOC/EH to attend on behalf of PTA.</li><li>- Friday 17th June – Father's Day gift sale for the children. Each child can buy a gift for £1. Gifts sourced from small businesses, two of which are parents from the school. Lou/Alice organising.</li><li>- 23<sup>rd</sup> June – Sports Day – Provide Ice Lollies as a treat.</li><li>- Saturday 2<sup>nd</sup> July – Summer Fair – EH updated. All is going well. Sponsors organised, raffle tickets are out, over 22 stalls including police car, bouncy castle, BBQ, coffee, cakes, rugby, beat the goalie, golf, tabletop games, hamper raffle, prize raffle, money raffle, golden bucket, choir, dancers, singing club, egg toss, DJ. Still need more people to sign up so this needs to be pushed on classlist and by class reps.</li><li>- Forest school – termly activity for all classes continue</li><li>- 14<sup>th</sup> July – Year 6 Leavers Party</li></ul>
<b>9.</b>	<b>Fundraising ideas</b> <ul style="list-style-type: none"><li>- 5K fun run suggested by one of the parents. Adult/Children. Everyone agreed this was a good idea to raise money and encourage health and wellbeing. Will be discussed further.</li></ul>
<b>10.</b>	<b>AOB</b> <ul style="list-style-type: none"><li>- Email from a parent regarding recycling in the school. Liaise with Greener Cuckfield to discuss how we can do more and collaborate in the future.</li><li>- PTA have made new parent gift bags in the past for the parents of new starters – this included info sheet, tissues, tea bag and a kit kat.</li></ul>
<b>11.</b>	<b>Date of next meeting</b> <p>3<sup>rd</sup> October 2022 – 8pm - Hybrid Meeting, Holy Trinity School, Cuckfield.</p>