



PARENT TEACHER ASSOCIATION

Holy Trinity C of E School Cuckfield

PTA Committee Meeting Minutes

Monday 23rd January 2024 – 7:30pm

Holy Trinity School, Cuckfield / Online

No.	Agenda Item & Notes
1.	<p>Welcome, note attendance and apologies:</p> <p>In attendance (in person) Sophie Lightoller – Chair Jen Brown – Vice Chair Emma Hughes - Treasurer Louise Henderson - Co-Secretary Kat Finley - Co-Secretary Ann MacGregor – Head Natalia Moore Madeleine Penny Amy Hughes Alice Brown</p> <p>Online Ben Slack Anna Slack Ben/Jess Eustace Simon/Lindsay Deighton Toni Langley Charlotte Rawle Laura Emmerson Steve Gozo-Hill Kate Bendall Fi Halsey Abi Harley Sarah Raciti Lucy Watts</p> <p>Apologies Paulina Hechenleitner – Trustee</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">- Note of thanks to all attendees.- Welcomed the new committee and thanked Alice Brown and Amy Hughes for everything they have done over the last 2 years.- Reiterated all points from the Chairs Report during the AGM prior to this meeting (see minutes).- Reiterated that the PTA always need helpers to make events a success.- Ideas are always welcome.
4.	<p>Treasurer's Report</p> <p>Presented by Alice Brown – Ex -Treasurer See attached summary.</p>



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5.	Head Teacher's Report <ul style="list-style-type: none">- Thanked the PTA again for all their hard work. Said how lovely it is to have such an active PTA and how it enriches our children's experiences at school. See Head Teachers Report from AGM minutes prior to this meeting for full report.
6.	Funding Requests <ul style="list-style-type: none">- Discussed the new sensory room and the new equipment. Also discussed the kind donation made by a parent for SEN resources. LH to send AM the email.
7.	Future Events: Discussed and confirmed the following: <ul style="list-style-type: none">a) 20th February – Second-hand uniform sale (NOC)b) Friday 8th March 9am-12am – Mother's Day Shop (outdoor classroom)c) Tuesday 19th March - Bags 2 School Collectiond) Saturday 23rd March – Spring Balle) Tuesday 27th March – Circus Dayf) Tuesday 27th March – Non-uniform (dress colourfully - £1)g) Thursday 28th March – Easter Trailh) Friday 3rd May – Bottle Collection for Cuckoo Fayrei) Monday 6th May – Cuckoo Fayre (Bottle Tombola)j) Friday 14th June 9am-12am – Father's Day Shop (outdoor classroom)k) Saturday 29th June – Summer Fair
8.	AOB <ul style="list-style-type: none">- Discussed there being a need for a Fundraising Officer role as there are so many community schemes/grants (like COOP, Tesco etc) but needs someone to own it and manage it. Please get in touch if anyone is interested in this role.- SL asked that all second-hand uniform donations be good quality, clean and reusable. The donations are getting out of hand and becoming unmanageable.- Natalia Moore suggested the PTA send out a 'who we are' sheet as people don't actually know who the PTA are. Team to action!
9.	Date of next AGM 23 rd April 2024 – 7:30pm – The Wheatsheaf