

Minutes KSHS PTA Meeting - Monday 15th May 2023

Present: BF; KF; JP; BO; AC; CSD, MH, WMc;

Apologies: PS; RA.

Minutes of the last meeting were read and agreed as true record and signed by the Secretary. **CSD.**

Matters arising: None

Finances BO:

Bank: Still some issues, still applying for Bankline for Communities **BO/BF.**

Current: £331.26

Reserve Account: £3593.61

Petty Cash: £25.00 (additional £40.00 to possibly go in Petty Cash).

Gift Aid: No update, however the subject of whether or not the PTA can claim Gift Aid on donations was discussed. It was confirmed that the PTA can still claim Gift Aid on monies raised through donations (ie monies raised for donation for teas and coffees etc where donations just go in a 'pot') but not on items that have been priced (for example selling J2Os or Pre-Loved Uniform). It was considered that claiming the Gift Aid would add a significant sum to the PTA accounts and worth looking into further. It was also believed that other donations were processed through the RCT through the shared Finance Office and it would be worth looking into how donations were distributed between schools so that the committee had a clearer understanding of the process. KF agreed to enquire further with the RCT Finance Team. **KF.**

BF also agreed to ask if KC wished to relinquish the Gift Aid duty due to work commitments and having taken on the role for some time. **BF.**

Match Funding/Amazon Smile: £5.00 received as one-off payment following the closing of Amazon Smile.

Incoming:

Bags2school collection: Bags2school raised £60.00, cheque handed to treasurer. Still awaiting monies from 17th March Comic Relief – BF has asked the Finance Team for a final amount as monies raised is split between Comic Relief and the PTA. Update at next meeting. **BF.**

Pre-Loved Uniform BO/AC: £78 already raised and included in the current account. There was some discussion regarding the daisy blouses; now that uniform suppliers had stopped selling the daisy blouses there had been many requests to purchase the daisy style blouse from the Pre-Loved Uniform Shop and there was still further demand for them. It was confirmed that both daisy style and plain white blouses would continue to be allowed to be worn by students. Whilst outside the remit of the PTA, it was queried whether the daisy blouse could be reinstated to purchase new from uniform suppliers, still as an option along with plain blouses. KF agreed to raise outside of the committee. Update at the next meeting. **KF.**

It was also agreed that a letter be sent to the current year 11s to request any unwanted old daisy blouses be donated to the Pre-Loved Uniform Shop. **BF.**

Outgoing:

Picnic Blankets: 8 Picnic blankets had been purchased @ total cost of £72.88 from Amazon. It was agreed that the 8 could be trialed by students and if they were good enough then more could be purchased. It was confirmed that the school site manager would source a suitable box for the storage of the blankets to ensure they could be kept clean. BO kindly agreed to bring the blankets into school soonest. **BO/BF.**

Keyboards for Music Department: 10 new keyboards had been purchased for the Music Department to replace 10 ageing ones, total cost of £1754.95.

Gardening Club Greenhouse: A cheque had been handed to the Gardening Club for £135.00.

100 Club:

Numbers: 136 tickets in total.

Winners:

- May – 117.
- June – 76.

Fundraising Planning:

- **Virtual Duck/Balloon Race update WMc:** WMc updated the committee on a number of options for the planned duck race. It was agreed ducks on balloons as opposed to just balloons would be more fun as people could name their duck. Different options of selling tickets were discussed; purchasing ducks online via the event company would incur a 12% fee to the benefit of the event company, whilst the PTA creating a separate website (using event company guidance) would not incur additional charges. It was agreed by all, even though there would be the additional charge, that it would be far easier to use the online purchase system as creating a dedicated website would necessitate each purchased ticket being individually uploaded and very time consuming. It was agreed therefore that the best option would be sell ducks at £5 each online via the event website. Based on the recommended timelines, it was agreed to start selling ducks on 19th June for 3 weeks and then run the race 11-18th July with the winners announced during school sports day on Tues 18th July. It was also agreed that:
 - Prizes include:
 - 1st prize £50 Amazon voucher (it was thought this may entice people into purchasing tickets).
 - A selection of runner up prizes (number dependent upon total number of tickets sold).
 - Possible meal vouchers - MH offered to approach local businesses to ask for any donations of meal vouchers. **MH.**

It was agreed that the event be launched after half term; advertised in the school newsletter along with a letter from the PTA, the latter of which could also include advertising the Pre-Loved Uniform Shop (including asking for 'clean' donations only) and a recruitment drive for more people to join the PTA. **BF.**

- **Football Shirt Auction Update KF/JP:**
 - Both KF and JP had sent emails to follow up requests for donations to support the Football Shirt auction but had had nil responses. It was agreed as offers of donations were not forthcoming, the committee would need to consider other options. Options discussed included:
 - Sealed bid auction.
 - Raffleing the shirt via local Rotary Club events:
 - Long Bennington were due to hold an evening with an ex-Forest Footballer; the committee discussed whether the Rotary Club could be asked to raffle the shirt on behalf of the PTA (sharing a percentage of the profit) as a 'football themed' evening. KF had contacts with the club and offered to enquire further. **KF.**
 - Enquiring with Sleaford Rotary Club if there were any planned future events that could provide an opportunity to raffle the shirt.
 - Approaching Carres 'Old Boys Association' to see if they would be prepared to organise something. MH agreed to enquire and follow up with update at next meeting. **MH.**
 - It was agreed by all, due to there being a number of options, a bit more research was needed before a decision could be made regarding fundraising for the football shirt. BF asked all committee members to research different ways to auction/raffle the shirt and any ideas be brought up at the next meeting; it was agreed due to the value of the shirt, ideas should include making a minimum profit of £250. **All.**

- **Lincs Fashions/Fundraising Fashion Show:** BF updated that the Fashion Show event was booked for Thursday 12th October. KF confirmed that the event can go ahead in school and had booked the Sports Hall.
 - A handbook, proformas, posters, tickets, had all been provided by Lincs Fashions.
 - Clothes were all High Street brands, no seconds, Lincs Fashions would bring own PA system etc.
 - BF briefed on the requirements for the event:
 - Minimum of 50 tickets to be sold *prior* to the event for the event to go ahead.
 - 3 x Models (aged 18 yrs +, can be teachers and/or parents) required on the night to model the fashions (size 12-14 as Lincs Fashions use these sizes to model the clothes). If lots of tickets sold, another model may be required. Models to bring flat shoes and/or heels to add to wear with outfits.
 - Ticket price to be set by PTA (all profits from ticket sales to go to PTA) – suggested ticket price £5.00.
 - BF asked for volunteers to run the event, preferably a member of staff and parent. JP and WMc volunteered with support from KF. **JP, WMc, KF.**

- **Tuesday 27th June New Year 7 Induction Evening:** BF asked for the Pop-Up Pre-Loved Uniform Shop to be at the Year 7 Induction Evening, along with usual sale of daisy badges. It was also thought the evening could be used for PTA membership promotion. Volunteers available and/or able to support the event
 - BO agreed to drop off uniform during the afternoon. **BO.**
 - CSD and AC to run the Pre-Loved Uniform Shop (BO to provide Sumup machine). **CSD / AC / BO.**
 - JP available at start and end of evening around staff commitments for the event. **JP.**

Next years committee:

BF still required a volunteer to take on the role of Chairman. It was thought it would be easier for a member of staff to take on the role as they had easy access to contacts in school etc however a 'co-chair' system could work with a member of staff and a parent managing the role between them or having staff take it in turns to be chair. For staff, it was considered that the role could form part of their continuing professional development / career enhancement. KF informed the committee that the Headteacher had requested, as a minimum, that the Pre-Loved Uniform Shop continue; it was noted by the committee for this to happen then there would still be a requirement for a Secretary and a Treasurer as a legal requirement. Therefore the committee agreed that opportunities for a 'recruitment' drive for the PTA be sought, including using the Year 7 Induction evening and advertising via newsletter and through school.

AOB

- None raised.

Next Meeting : 10th July – meeting moved due to clash of Year 8 parents evening and DofE events in June.

Suggested dates for next year – TBC on school calendar. Monday 7pm in the Conference Room.

AGM 25th Sept 2023.

20th Nov 2024.

15th Jan 2024.

26th Feb 2024.

29th April 2024.

10th June 2024.