

Minutes KSHS PTA Meeting - Monday 15th January 2024

Present: KS, JP, BO, CSD, RM, KL, JA, SG, LT.

Apologies: None.

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

Matters arising: None.

Finances BO: The Treasurer was still awaiting approximately £500 for the PTA account from the Children in Need non-uniform day and a further £3.00 from some sold pre-loved uniform, this had therefore not been included in the current balances. Some income was still being received from some parents/carers direct into the account whose children had left the school and perhaps forgotten to cancel donations to the PTA. The Treasurer offered to look into this further. Money was also due out of the account, approximately £40.00, to pay for the J2Os bought for the Christmas Concert refreshment sale. **BO.**

Bank

Current Account: £1524.99 (*Secs note - approx £503 to go in, £40.00 to come out, new balance expected to be in region of £1987.99*).

Reserve Account: £3992.64

Petty Cash: £20.00

Gift Aid: Ongoing.

Income:

Christmas Concert 13th December – Sale of refreshments and the raffle at the Christmas Concert had raised £361.95 (£281.75 cash and £80.20 from the SumUp machine). Note approximately £40 still to be taken out for the J2Os.

Outgoing/Fundraising requests:

- **Outdoor Digital Clocks:** The School Council had requested the PTA purchase some outdoor digital clocks which would be useful, when for example, students were undertaking exams and did not have access to personal watches/phones and the school bell was switched off. The committee had previously agreed to fund some outdoor digital clocks. KS updated the committee that clocks could be sourced at @£20 each. The committee discussed further that maybe spending a bit more to purchase clocks that perhaps would have a longer life might be worth investigating. KS and BO agreed to look into further; the committee agreed suitable clocks could be purchased, any updates could be provided via the Teams Channel.
BO/KS.
- **Music Department Keyboards:** The Music Department had submitted a new request for funding of additional Yamaha keyboards at a cost of £3280, to the ones purchased by the PTA last year. The request highlighted that Key Stage 3 students, GCSE and A Level music students as well as many more students would benefit from the additional keyboards. The request had asked for funding of an additional 16 keyboards but the committee were unclear whether or not it should have read 6 as the original request last year for keyboards had also been for 16 and the PTA had already funded 10. The committee also discussed

whether or not the Music Department were able to use some of their own funds raised, to help towards the cost of the replacement keyboards. KS agreed to confirm the request with the Music Department. The PTA were also in agreement to consider helping fund the keyboards alongside other requests. Whilst not many other requests had been submitted, the committee were aware of other requests in the pipeline, such as a new projector screen and speaker for use in assemblies, and that funding one larger project may limit funds for other projects. It was therefore agreed to revisit current requests and once confirmation had been sought from the Music Department, alongside any new requests at the next meeting. **KS.**

100 Club: 42 tickets sold to date:

- **Winners:**
January - 28
February - 35

Fundraising Planning:

- **Chocolate Bingo** – The committee were in agreement that an Easter themed Chocolate Bingo event would be a fun fundraiser. To attract enough people it was agreed to advertise in the school newsletter, via social media, School Council, letters home with students and posters in school. It was noted that a school Facebook account exists and had recent posts; KS agreed to find out who administers it to see if the PTA could use to advertise events. It was thought the posters to advertise the event could be designed and advertised via the numerous channels. The evening would be arranged for families to attend but also so that groups of students could attend on their own without parents if they wished. KS agreed to approach the Art Department regarding creating posters. **KS.**

It was agreed that:

- The evening would run with rounds of bingo interspersed with mini quizzes that younger people might enjoy. Larger prizes for full house, smaller ones for a line etc.
 - PTA to buy large prizes, donations used for smaller prizes and raffle.
 - It was thought all could go home with some small chocolate prize or a small egg.
 - Requests would go out to parents/carers for donations of Easter eggs/chocolate early to enable the PTA to know in advance if additional prizes would need purchasing via PTA funds.
 - Local supermarkets and the Cocoa house possibly be approached for donations of eggs; any donations would be acknowledged in the advertising of the event.
 - Bingo books be sold @£6 per person comprising 6 cards per bingo book (it was thought the cost of purchasing 100 books was about £14). Payment would be via ParentPay.
 - On the night it was agreed the PTA would sell additional bingo strips for £1 each for maybe those attending with family members who wanted to join in.
 - The PTA would also run an Easter themed raffle.
 - The evening would run 21st March from 1800 for 1830 start. **All.**
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- **Sports relief / bags to school** - Sports Relief on 15th March would be a non-uniform day, students to pay £1 donation as usual via Parent Pay. The PTA agreed to use Rags2Riches for donations of unwanted items of clothing and bric-a-brac, to be brought into school over the

period of a week rather than just on the day. KS and JP agreed to speak to the Site Team to see what arrangements could be made for taking in items and when this would be; morning, form time or over lunch. Update at next meeting. **KS/JP.**

Other ideas/AOB – Other fundraising ideas/AOB included:

- **Old 100 Club Forms:** Last years 100 Club application forms that were no longer in use required shredding, this would be done on school premises. **BO/KS.**
- **SumUp Machine:** The committee agreed it would be beneficial to purchase another SumUp machine for events; having just one machine was slowing down processing payments at fundraisers resulting in queues. It was agreed that another machine be purchased therefore at a cost circa £120 (to include receipt facility). **BO/KS.**
- **Blankets:** It was agreed to purchase another 10 outdoor picnic blankets for use outside for the students particularly as it had been observed that students were sitting on wet ground on their coats at break times. BO agreed to purchase another 10 blankets from Amazon, there was no preference to colour. It was requested these be purchased asap. **BO.**
- **PTA Support:** The PTA were still in need of additional members to help run the committee and events. It was suggested to attract new members a 'PTA Wants You' style poster with an associated logo be designed, possibly a competition run by the Art Department. KS agreed to discuss further with the Art Department staff. **KS.**

Next meeting: 26th February 2024.

Future proposed dates:

29th April 2024.

10th June 2024.