

Minutes KSHS PTA Meeting

Monday 9th June 2025 (@KSHS)

Present: KS, JP, BO, KL, RM, RE, JA, CB

Apologies: WM

Minutes of the last meeting were read and agreed as true record and proposed by KS and seconded by KL.

Matters arising: None

Finances BO

Business Account: £4,948.44

Current Account: £5,914.67

Petty Cash: £40

BO advised that the usual £10 and £15 had come into the account along with a payment from Towers for £65 on 1/10 and Reid for £100 on 11/8. RM believes these 2 people are possible 'Old Girls'. RM suggested it might be worthwhile to send a 100 club email to the 'Old Girls'.

BO advising that the 100 club tickets were currently up to 44. Both BO and KL still to buy theirs. RM would promote this at the upcoming Y7 settling in evening. The deadline is end of Half Term ready or the first draw.

KS will put a letter together for the 100 club to go in the newsletter.

KS advising that the school is now part of the CIT Academy.

KS will be meeting with Jackie Bartram. She is a fundraiser who helps all PTAs with fundraising bids

BO wondered if the PTA should be DBS checked as we spend a lot of time in school around the children. KS will see about getting this done if required.

KS will also ask about offering safeguarding training to the PTA members.

Upcoming Events

The Y7 settling in evening is taking place on Thursday 9th between 4 and 7pm. The PTA will sell sweets, chocolates and drinks. As mentioned above, RM will make a concerted effort to boost 100 club sales and there will be the usual pre-loved uniform sales.

BO asking if we can invite all parents to the Y7 evening to try and shift some of the uniform as there is a lot currently in store. Discussing and it was decided we would wait until the Christmas concert evening and have a pre-loved sale then.

Children in Need is on 14/11. Once again East Anglian Textiles will be collecting bags on that day so they need to be in during that week.

The Christmas Concert will be held on 11/12

Discussing doing a Christmas themed Duck Race instead of next summer. Looking at various sites but none seem to be Christmas related. KS would have a look.

AOB

BO asking if she can buy some stationery to help her keep the accounts tidy. She also wondered if we could maybe buy a trolley to cart the refreshment bits and pieces from KS storeroom to the canteen on events.

KS advised that the invoice for the planners has not yet come through as they are waiting for the finance systems to change over with CIT.

BO asked if we needed a raffle licence and after much discussion and advice from CB it was decided that we did not need a licence. If tickets are sold on the night there is no need for a licence. It's if you are pre-selling raffle tickets.

Wondering then if we needed a Licence to do the Jellycat Raffle.

KS thought it might be worth looking into a website called 'Zeffy'. It's a bit like easyfundraising but it's 100% free. We could maybe use it for raffles and donations etc.

KS raised a possible issue with gift aid payments but thinks we should still be ok to claim it as we are effectively a charity. She will get AS to fill in the forms.

CB suggesting the illumni payments could go through gift aid.

RM asking on behalf of her daughter Izzy if there could be a microwave in the canteen for the students to use. Izzy likes to have something healthy and there is not much healthy in the canteen. KS advised it would not be allowed due to safety. KS advised that the canteen is run as a profit making scheme and therefore provides what sells well to make more money for the school.

Next Meeting: Monday 17 November 2025 (Teams)