

## Minutes KSHS PTA Meeting - Monday 26<sup>th</sup> February 2024

**Present:** KS, JP, BO, CSD, KL, JA, SG, MG.

**Apologies:** AC, RM.

**Minutes of the last meeting** were read and agreed as a true record and signed by the Secretary. (proposed KS, seconded JP). **CSD.**

**Matters arising:** None.

**Finances BO:** It was agreed that KS be added as a signatory on the PTA Account. **BO/KS.**

### Bank

**Current Account:** £1941.32 (as at 12 Feb 24).

**Reserve Account:** £4007.87 (as at 1 Feb 24).

**Petty Cash:** £23.00.

**Gift Aid:** No update.

**Easy Fundraising:** The committee were briefed that an Easy Fundraising account had already been set up by a member of staff however we did not know who had set this up or which bank account it linked to so the PTA set up a separate Easy Fundraising account purely for PTA use. It was noted that the Easy Fundraising account could be used with a wide selection of well known supermarkets and that food deliveries placed by the school canteen/dining room could be an extra source of funds.

**Income:** -

### Outgoing/Fundraising requests:

- **Outdoor Digital Clocks:** Ongoing, to be updated at next meeting. **BO/KS.**
- **SumUp Machine:** A new SumUp machine had been purchased at a cost of £125.98 plus £5.99 delivery.
- **Blankets:** Additional blankets had been bought for outdoor use for the students at a cost of between £10 and £12 each. A number had been bought from Amazon to select the best quality ones and return those not required at no additional cost. Update at next meeting. **BO.**
- **Blanket Storage Box:** An additional blanket box to store the extra blankets had been purchased at a cost of £56.78.
- **Music Department Keyboards:** It was confirmed that the Music Department had requested help with the purchase of an additional 10 Yamaha keyboards. A number of options of how monies raised could help with the purchase were discussed; the committee agreed to revisit the request in the summer term after some more income had been generated from school/PTA events.

- **SLT Screen Sound Projector:** Ongoing requirement which would be revisited at a future PTA meeting.

**100 Club:** 42 tickets sold to date:

- **Winners:**  
March - 2  
April - 26

### **Fundraising Planning:**

- **Easter Chocolate Bingo:** 24 tickets had already been sold, income to date approximately £99 but more sales anticipated including allowing purchase of tickets up until the day before the event. Adult ticket set at £5, Child/Concessions £3.50 (this had already been set up on ParentPay). It was agreed that:

#### **Main event**

- The event would be held in the Main Hall with arrival 1800 for a 1830 start, finishing at 2030 (noted that tables will need putting back due to exams in the hall the next day). **KS.**
- The evening would run with rounds of bingo interspersed with mini quizzes and 'spot' prizes. There would be 3 games of bingo, followed by a refreshments break, then another 3 games with the raffle being drawn after the 5<sup>th</sup> game.
  - Larger prizes for full house (£4 egg), smaller ones for 2 lines (medium egg) and one line (£1 egg). PTA agreed to buy main prizes (18 prizes to be purchased in total) with donations being used for smaller prizes/'spot' prizes and raffle - if not enough donations received, PTA could fund additional requirements. It was noted that a number of supermarkets currently had good offers on the price of larger eggs.
  - A 'caller' would be required to host the event – KS kindly volunteered. **KS.**
    - Tablet and large screen to be setup for the event.
  - Bingo books and 'dabbers' to be purchased locally (*Secs note - agreed post meeting for books to be bought at a cost of £1 for 450 tickets from Sleaford Post Office*).
  - PTA would additionally purchase a small chocolate egg to be given to each person on arrival so that everyone attending would receive something and purchase paper bunny hats/ears to place on the tables. A PTA committee member kindly offered to loan some fabric bunting to decorate the hall.
- Further advertisement for the event would go out in the School Newsletter by way of a poster with possible advertising also via Twitter/Facebook; requests for donations of Easter eggs/chocolate had already been sent out but it was thought reminders for the event and donations could go via students in Form time.
- Additional bingo strips for £1 each to be sold on the night.

#### **Refreshments**

- Cans of J2O and tea/coffee to be available.

#### **Raffle**

- There would be an Easter themed raffle - it was agreed that:

- Donations be requested from parents/carers/staff - note some items had been received already.
  - Local supermarkets be approached for donations of eggs; any donations would be acknowledged in the advertising of the event. **JP**.
  - Local shops/ beauty salons be asked if they could donate a gift for the raffle. **JP**.
- **School Show:** School shows would be held on 25<sup>th</sup> and 26<sup>th</sup> March in the School Hall. The PTA had been requested to provide refreshments and hold a raffle, volunteers required for both nights: 25<sup>th</sup> – KS, KL, JP, BO (tbc), MG, CSD (if required)/26<sup>th</sup> – KS, BO (tbc), MG, CSD (if required). Due to the number of requests for donations of prizes for other events, it was agreed that donations could be minimal, any offers of donations from staff would be welcome. For the refreshments it was agreed that:
    - J2Os be purchased for sale (price TBC) during the evening but also for pre-order for the Drama cast to avoid large queues during the interval. Easy Fundraising to be used with purchase if possible.
    - Tea/coffee to be provided for a small donation.
    - BO to purchase box of sweets to sell. **BO**.
  - **Comic Relief :** Comic Relief on 15<sup>th</sup> March would be a non-uniform day, students to pay £1 donation as usual via Parent Pay. Cash for Clothes would also be used for donations of unwanted items of clothing (including shoes and bags - 50p generated for every kilo of items), to be brought into school over the period of a week rather than just on the day. KS and JP to decide arrangements with the Site Team for dropping off bags. **KS/JP**.

**AOB:**

- It was agreed that the PTA would trial the use of Teams again for communication about general PTA matters and restrict the use of the WhatsApp group for last minute notices or matters about events 'on the day or day before.' Additionally, it was noted that there are 27 people currently logged with email addresses to the PTA however it was thought some may have since left the school and/or no longer interested in being an active member of the committee. KS agreed to look into the membership to ensure only active/current members are registered with the Teams channel. **KS**.
- Prior notice given that the PTA may be requested to support the school sponsored walk in July.
- A suggestion was made that perhaps the PTA could help towards funding the new school rewards/prize system by way of purchasing items such as pens with the school name on for example.

**Next meeting:** 29<sup>th</sup> April 2024.

Future proposed dates:

10<sup>th</sup> June 2024.