**Longacre School PTA**

**Friday 13th September**

**8.45 am**

**Minutes**

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| 1 | **Welcome and Apologies**   * Imogen Henderson * Liv Cooper * Sarah Allen * Caroline Macklin * Ana Maria Knott | LJ |
| 2 | **Finances – Treasurer Update**  In 2022-23 the PTA raised circa £22k.  From this fund the PTA will need to pay for the nearly new uniform hut (final cost to be confirmed) but will have money to carry over to the 2023-24 fundraising pot.  More specific details regarding the finances to follow at the AGM | AU |
| 3 | **Nearly New Uniform**   * **Nearly new uniform shop update**   Shop is almost complete. There are some finally finished – slap wall panelling and painting of the exteriors that need agreement as to colours and who will be completing works.  It is hoped the shop could be ready for after half term.  **Action: CO to pick up with school bursar to agree. CO to send round ‘mock-up’ of interiors of the shop to reps.**  **Action: Nearly New Uniform reps to confirm uniform dates for the rest of term to SE** | MK and CO |
| 4 | **2024-25 Charity**   * PTA constitution states that the chose charity needs to be a local charity that benefits children. * SB would like the children to be more actively involved in understanding the impact of charitable endeavours, beyond simply donating money for a MUFTI. SB would like the chosen charity to be engaged in attending the school to help them understand what the charity does and how it helps children. * Reps fedback that there was confusion over how much the PTA donates to charity each year and whether the amount was appropriate (enough) given the level of fundraising the PTA is involved in. * Currently (2023-24) the PTA donated 10 percent of the proceeds from the Christmas Fair and Summer Fair. * There was suggestion that this should be increased and/or we should ask this year’s charity for a target amount or a specific fundraising goal * Parents, via reps nominated the following charities:- * Cherry Trees * Charlie Waller * Gosden House School * Home Start Guildford * Playground next to school * **Action: SB will speak to the short-listed charities to determine how they would be able to engage with school and the children.** * **Carried to next meeting: Reps to vote on charity for the year and agree charitable target.** | All Reps |
| 5 | **Fundraising Target and Goals 2024**   * SB keen to make any fundraising meaningful and aligned to the school’s overall learning strategy. * Some initial ideas:- * Improvements to the early years outdoors area to enable its desired NACE award attainment. * The outdoor ‘horseshoe’ being funded (in conjunction with the green team) and extended to also allow for adult seating next to the PTA nearly new uniform hut. * Funding for sporting equipment including cricket nets, double height netballs on the astro. * A lighting system in the hall which would mean that when productions were taking place the hall could still be ‘multi purpose’ and used for sports. * **Action: SB will speak to SMT and staff and bring a range of fundraising ideas to the next PTA meeting.** * **Carried to next meeting: Reps to vote on fundraising goal for 2023-24.** | LJ |
| 6 | **PTA Reps**  **Young Voices Coach**  **Action: KS agreed to organise. PTA will support via classlist, school will invoice parents as normal.**  **Parents Drinks and Coffees**  **Reminder to reps to arrange welcome drinks or coffee for their year groups.**  **Snack Stalls**  Year 6 to run today, moving down the school week to week. Current format is home baked cake sales (no nuts please) and nut free snack options including crisps, sweets and yo yo bears. Price agreed at 50 p per item.  Feedback on snack stall varies. Some reps/ year groups enjoy the ‘school community’ feel of a Friday afternoon treat for the kids, alongside the pizza van, others feel that the lack of health option could be problematic for some families.  **Action:** Reps to come to the next meeting with alternative ideas for Friday afternoon including book swops, fruit kebabs, rolling programme, frequency etc.  **Agreed:** Snack stall will run in current format until half term. Year group reps responsible for running snack stalls, asking parents for nut free bakes, and stocking up on nut free items. Invoices to be retained and expenses claimed back from Andy Unitt.  **Teacher Kitty Pots (Collectiv)**  Current format is that year group reps collect a voluntary donation of £25 to £30 per parent to cover all teacher gifts for form teachers, token leaver gifts for children during the year and the year group hamper.  SB confirmed that in previous schools all staff members (bar head) had received gifts from parents, at year end only and the pots were shared equally amongst all staff, not just specific year group and form teachers.  **Action:** LJ to take offline and revert back to reps on format for this year. Of note, some reps have already started their collections for this year based on the old format. | LJ |
| 7 | **Christmas Term Events (TBC)**   * **Car Boot Sale:** To be run by the Green Team/ PTA may be asked if they would like to support. * **Action: ROB to report back to PTA re next steps and date** * **Christmas Tea Towels:** Discussion over whether we should vary the format this year, but agreed that the tea towels are well liked and a good fund raiser for the PTA.      * **Action: KS agreed to work on.** * **Children’s Event (18th Oct):** Given time to set up being limited and popularity of last year’s events, it was agreed we will repeat the magic show and silent disco on the Friday when the children break up for half term. Consideration to be given as to whether the children could be in home clothes or a Halloween theme.   **- Action: LJ to run magic event, GW to run Silent Disco (and contact Kirsty Miller who ran the event last year). SE will set up what’s app group and co-ordinate classlist.**   * **Pumpkin Decorating Competition (4th Nov):** * **Action: SE agreed to run. Will need to find a judge of the event.** * **Parent Event – Quiz Night** * **Action: Date to be agreed for after half term. School caterers will be used/ avoiding allergen issue. LG and MS agreed to run. Se will set up what’s app group and co-ordinate classlist.** * **Christmas Events** * **Wreath Making** - Agreed to not run wreath making this year due to poor take up of the event. * **Hampers** -details to follow at the next meeting but reps advised that year groups will need to produce a themed hamper for the Christmas Fair, either using a percentage of their kitty or ask for physical donations from their year group. * **MUFTI for Xmas Fair** - this was a successful format last year for asking for donations for tombolas for the Xmas fair in return for a mufti. Date to be agreed with school. * **Decorating the school** -the PTA normally co-ordinate parents after a drop off/ before the xmas fair to decorate the school and trees. Arrangements also need to be made for decorations to be removed before the end of term. * **Bakers** - Xmas Committee arrange for parent bakers to bake for sales on the day of the Xmas Fair * **Xmas Fair** – ORB has agreed to co-ordinate and bring external vendors to the school.   **ACTION: Committee to be set up after the meeting by SE – volunteers – ORB, LJ, KS, KK, GW, LB, LP, ROB, and LP. Date to be agreed with school ASAP.**  **Future events:**   * **Circus to be revisited as whether an option for the Easter Term.** * **Consideration to the children’s auction being run earlier in the year, so experiences can roll out during the academic year.** | LJ |
| 9 | **AOB**   * **AGM – DATE HAS MOVED TO Wednesday 18th Sept/ 7.30 pm via zoom** * **PTA Dates – to be sent to reps following meeting.** * **Next PTA Meeting - Monday 14th October - 7.30 pm via zoom (meetings will rotate morning/ evening this term as a trial)** |  |