



William Hildyard Church of England  
Primary & Nursery School PTA

**Minutes of Committee Meeting**  
**Held on Wednesday 15<sup>th</sup> January, 2024**  
**7.30pm at The Vine**

Item	Action
<p><b>Present:</b>Kirsty Mitchell (Chair), Amanda Vickers (Treasurer), Kimberly Smith, Tor Gelley, Michelle Welch, Joan Rear</p> <p><b>Apologies Received:</b> Philippa Simpson, Rebecca Pasqualino</p>	
<p><b>Minutes of Committee Meeting held on Monday 28<sup>th</sup> October 2024:</b> Agreed as a true record of the meeting.</p>	
<p><b>Past Events:</b></p> <p><b>Bags2School 15<sup>th</sup> October</b> – A receipt for £25 was given to Michelle when Bag2school collected. We are still awaiting payment. We agreed it would be a good time to find a different company going forward. Kirsty will have a look into this.</p> <p><b>Christmas Cards</b> – Kirsty reported we had raised £239 from this activity, although the funds have not yet been paid. It has been suggested they usually pay at the end of January, so we will hold fire chasing for now. It was agreed that it would definitely be worth doing again and to order the packs earlier next year as if we can get the drawings in before mid October the commission levels will be higher and we will have the opportunity to open a second shop for those that miss the first deadline.</p> <p><b>Elfridges</b> – Successful event, took well over £600. The profit is lower due to the amount of stock purchased, however this means that we won't need to buy so much for Mothers/Fathers Day stalls, so will balance itself out over the course of the year. We completely sold out of the calendars, Christmas socks and chocolate. Next year more chocolates and sweets are needed and things for younger siblings. Worked well being in the sensory room.</p> <p><b>Christmas Fayre</b> – Earlier time didn't seem to have effected things too much, although we did feel the footfall was down slightly on last year, the profit was on £30 less than last year. It was a HUGE help having the cleaning staff to clean at the end and we thank them for this. A lot of people missed the year 6 games room, we explained there were insufficient helpers to be able to man this to the level we needed. The year 6 that did help in the main hall were very good though, so our thanks to them too. It was also suggested that next time we may try a different night, as a lot of people couldn't help with it being a Friday and that we have some singing or music from the pupils</p> <p><b>Christmas Raffle</b> - Takings were down this year £363. It was felt it hadn't been advertised or pushed as much as previous years. It was also mentioned the "buy a ticket" button at the top of the website didn't make it clear you could buy more entries by clicking underneath, so this will need looking at going forward. We also felt that with everything else going on at Christmas, it may be better to delay until Springtime when there isn't so much</p>	<p>Kirsty</p>

<p>happening. It was also suggested that it may be nice to have the spring raffle as a “rainbow raffle” with each class being given a colour to stick to for their donations towards it, (such as a tube of Pringles for the red basket). These items would then be used to create 7 different coloured hampers, which would be raffled off. Thus mitigating the need to approach local businesses for prizes.</p> <p><b>Show Raffles</b> – These were really successful, especially the Grandparents morning, which took over £100 on it’s own. Total for all show raffles £311.25. Michelle reported that this may have had an effect on collection bowls for the school, which is money they use for petty cash. Amanda suggested that we do have an allowance for petty cash allocated for the school and if they need any just to let her know.</p>	
<p><b>Forthcoming Events:</b></p> <p><b>Mother’s Day Stall</b> – Friday 28<sup>th</sup> March – Michelle said she would book the library for us for the afternoon, although if the weather is good, we may well do the event outside. Most the stock is already purchased. Kirsty and Amanda need to check what we already have to see if any top ups are required. We may still need to buy a few plants as these are popular too.</p> <p><b>Inflatanation</b> – Kirsty will make enquiries about this as the event practically runs itself</p> <p><b>Change the Rules Day</b> – It was thought a bucket on the school gate in the morning would be a better way to collect the money for this. A “menu” of rules that could be changed will be sent to families in advance and they would pay per item, such as 20p to wear nail varnish, 20p for non-uniform. Kirsty will have a chat with Hayley to see which “rules” she is happy to change for the day and to decide a date, (suggested a Friday at the end of a term)</p> <p><b>Book in a Box Competition</b> – 6<sup>th</sup> March, (World Book Day). This would be launched before February half term to give time for the children to work on them. The idea is to build a scene from a book in a box and bring them in to school with a 50p entry fee to be judged to win a prize. Maybe ask Andrew to judge. Categories for Foundation, KS1 and KS2.</p> <p><b>Penny Challenge</b> – probably reserve for the summer term when not so much happening, but classes will be pitched against each other to see who can raise the most money. Coins will probably be used to fill pictures and see which class does the most.</p> <p><b>Easter Competitions</b> – Amanda will do a puzzle for Foundation, KS1 and KS2 to take home. If they would like to enter the competition they bring it back completed with their 50p entry and first out the hat for each cohort will win some Easter treats.</p> <p><b>Bake Sale</b> – Friday 4<sup>th</sup> April, last day of term. Cakes on the playground after school. Need to ask for bakers.</p>	<p>co</p> <p>Michelle Kirsty Amanda</p> <p>Kirsty</p> <p>Kirsty</p> <p>Amanda</p>
<p><b>Other Matters:</b></p>	

<p><b>Tesco Blue Tokens</b> - Michelle told us all about the plans for revamping the outside areas at school, including painting a goal on the wall of the KS1 playground so they have something to aim at, painting the “band stand” area and having new benches/storage and cushions to create an outside reading area and having tyres in the playground with things inside for the children to play with, for example fake grass with small world animals etc, which would also section off areas of the playground, so they’re not just running around as a free for all. Although the PTA are happy to fund much of this, it was felt it would be an ideal project for the Tesco Blue Token scheme. Tor and Kim volunteered to take a look at completing the paperwork for this to get the ball rolling.</p> <p><b>Staff Requests</b> - All staff requests are now to come via Michelle, in case there are items they are asking for that are already stored somewhere within the school or may be funds available within the school budget.</p> <p><b>PTA Newsletter</b> – Amanda agreed to have a look at putting together a brief newsletter to let people know how the Christmas events have gone and hopefully encourage others to join.</p>	<p>Tor Kim</p> <p>Amanda</p>
<p><b>Treasurers Report: Accounts &amp; Expenditure:</b> Amanda advised that we have made £3,550.58 so far this year, (including the £1,000 grant from DSJ United Charities, but not including the funds expected from the Christmas Card project) and we have spent £1,987.48</p> <p>Current available funds, after committed expenditure - £8,244.63</p>	
<p><b>Any Other Business:</b></p> <p><b>Glockenspiels</b> – Michelle has purchased 30 glockenspiels for the school for music lessons at a cost of £307 and asked if the PTA would pay for them. Which we have agreed to do. Michelle to send Amanda the invoice for this, for Amanda to settle.</p> <p><b>Recruitment Drive</b> - A reoccurring theme was that we need more helpers at events. We are therefore looking at ways of recruiting new “helpers”. Amanda will add something to the newsletter and we will all think of new ideas. Possibly targeting grandparents as well as parents.</p>	<p>Michelle Amanda</p> <p>Amanda All</p>
<p><b>Date &amp; Time of Next Meeting:</b> Wednesday 5<sup>th</sup> March, 7.30pm at Kirsty’s house.</p>	<p>Kirsty</p>
<p><b>Meeting closed</b> at 9.27pm</p>	