

Seagrave Village Primary School PTA

Minutes of meeting held on Friday 29 September 2023

Present: Kate Litchfield (Head), Shreena Hossain (Stand in Chair), Katie Latham (Treasurer), Kayleigh Kimber, Liz Boon, Charlotte Calvert, Kate Bays, Lauren Walters, Faye Coston, Gill Ross-Thompson

Apologies: Helen Harwood (Secretary)

1. Welcome and apologies

Welcome from the outgoing committee. Apologies from Helen, who has not put herself forward for a committee role this year, but has expressed an interest in helping with events.

2. Report on previous activities

Shreena went over the activities of the previous year. Events we ran were:

- Halloween and leavers discos
- Christmas fair
- 2x movie nights
- Quiz night (new event)
- Easter Eggstravaganza (new event)
- Freeze Up Fridays (new events)
- Introduced tuck shop to disco

The biggest successes were the discos and the fair. Shreena reported that school have asked us this year to fundraise for books for the library, specifically those addressing inclusivity themes, and successful women. Last year, the 2 main things the PTA funded were 2 iPads for school, and items for the new Retreat. Other items we funded were the Christmas Panto, chocolate selection boxes for Christmas, crackers for Christmas dinner, bookmarks to mark the King's coronation, hoodies and yearbooks for the leavers. We have committed to continuing to fund the Panto and leavers hoodies and yearbooks.

3. Financial report

Katie ran through the financial details of the previous year. A spreadsheet of all costs and income is available on request.

Total spend over the year was £3140, with £950 of this being spent on events.

Total income for the year was £3393, with £3141 coming from events.

Total profit for the year was £253. This is drastically reduced on the previous years, but due to spending £900 on iPads and retreat items.

The most profitable events were the Christmas Fair and the 2 discos.

At the end of the year, we hold £1377. We currently hold £51 in the petty cash tin.

4. Upcoming dates pre-planned

Shreena went through the dates that have been confirmed with Kate Litchfield for the year ahead, as follows:

- 3rd November- Halloween Disco
- 1st December- Christmas Fair
- 7th February- movie night
- 15th March- Easter event
- 16th May- movie night
- 5th July- end of year/leavers party

These dates have been confirmed in advance in order to secure the village hall for most of them, and to allow school to plan.

5. Election of new committee

Kate Litchfield went through the people that had put themselves forward for the new committee. Shreena put herself forward for Chair. There were no other nominations and no objections, so she was appointed as Chair. Katie and Gill put themselves forward for Treasurer. In discussion before an anonymous vote took place, both candidates said they would consider the role of secretary if not voted as treasurer. Gill was voted in as treasurer, and Katie as secretary.

6. Any other business

Year Group reps were suggested by Liz to enable us to send out messages to each year group, and to recruit helpers for events. All year groups except year 4 were covered by the attendees of the meeting. Gill will set up a WhatsApp group for EYFS. Katie will contact 2 previous helpers with children in year 4 to see if they would be willing to be year group reps.

Liz brought up the Wolds Challenge. In previous years, some of the funds raised have been given to school. This relies on us being able to support with volunteers for the event itself, and to bake crumbles for afterwards. Liz will contact Jen Wilson in the village to see if school support is requested, and Kate Litchfield will ask Dan Barsby also, as he is involved. The event is on 11th November this year, and school have previously been asked to provide 8 volunteers on the day.

7. Date and time of next meeting, and suggested agenda

Next meeting date confirmed as Friday 6th October, to discuss in detail the Halloween disco and the initial planning of the Christmas Fair.