

PTA meeting minutes
Friday 13th august 2021

Attendees

Sue Robson (Chair) (SR)
Laura Elliott (Secretary) (LE)
Karen Adamson (Parent) (KA)
Suzanne Bell (Parent) (SB)

Discussed Events for upcoming academic year SR to go through with Ele Dobson (Head Teacher) (ED), SR to discuss with ED if she wishes to remain the liaison between to PTA and the school.

Fundraising ideas

- Car wash – Y6 for leavers hoodies etc
- Sponsored walk (beginning of term)
- Nonuniform day (every term)
- Cake day?
- ice cream van (end of each term)
- Welcome back fayre/ autumn fayre- end of September
- Community firework display- Ticketed?

PTA for parents- PTA to send out leaflets introducing PTA (Action KA)

Moving forward-

We discussed and agreed that all banking correspondence will be addressed to school i.e. Bank cards, PTA paperwork, cheque books, Statements and receipts to be kept in petty cash tin at the school. All bank cards cheque books must be signed in/out.

A float of £100 to be kept in petty cash which is to be reconciled half term by Samantha Russell (Treasurer) (SR) and double signed by SR, LE or SB.

We also discussed that £1000 float will be kept in the bank account for event expenditure, the remainder of any money raised to be gifted to the school at the end of every month/ half term (Action SR). We agreed a newsletter to be sent to parents to see each half term how much was raised and where the money has been used within school (Action ED/KB).

SR who has access to the bank accounts currently has confirmed that all paperwork has been sent to Sally Wilson (Office Manager) who has passed on for accounts to be audited so we can start a fresh this academic year with everything from previous years being signed off. Sally Wilson/ED will let SR know if anything else is needed to finalise previous years.

The sum of £3000 was mentioned as the balance in the account but this is to be clarified Against the bank statements. SR to check and gift excess to school.

Going forward SR has agreed to keep a spread sheet of incomings and outgoings reconciled every half term and signed off by another member of the PTA (SR, SB, LE).