

# PTA

## Minutes

### 22 November 2022

Chair: Andrew Chambers

Treasurer: Rachael Kelly

Community Engagement and Social Media: Nic Pearce, Nicola Chambers

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#### Present:

Matthew Crouch  
(MC)

Sarah Davies (SD)

Nicola Chambers  
(NC)

Nic Pearce (NP)

Rachel Kelly (RK)

Zoë Hallington (ZH)

#### Apologies:

Andrew Chambers  
(AC)

AGENDA		ACTION															
<b>UPDATE ON FINANCES</b> Ahead of the meeting, CH provided an update on PTA funds. <table border="1"> <tr> <td colspan="2"><b>Current balance (as at 29/04/2022)</b></td><td><b>£1,200.00</b></td></tr> <tr> <td>Earmarked funds</td><td></td><td></td></tr> <tr> <td></td><td>Yurt installation</td><td>£300.00 (tbc)</td></tr> <tr> <td></td><td>Boogie Bounce day</td><td>£300.00</td></tr> <tr> <td>Unearmarked funds</td><td></td><td>£600.00 (approx.)</td></tr> </table>		<b>Current balance (as at 29/04/2022)</b>		<b>£1,200.00</b>	Earmarked funds				Yurt installation	£300.00 (tbc)		Boogie Bounce day	£300.00	Unearmarked funds		£600.00 (approx.)	
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<b>JUBILEE PARTY</b> School propose holding a Jubilee party open to families and the local community, as an opportunity to get families together, celebrate and showcase the school. Admission to the event would be free and school would organize/run most of the stalls and activities. Suggested contribution from the PTA is £500.00, which take the form of a donation rather than payment of expenses. If costs for the event exceeded £500.00, school would cover the difference.  PTA could also run a uniform stall, sell refreshments and offer other activities as they prefer (maybe face painting/glitter/hairbraiding?). There could also be a donation bucket for voluntary contributions to the PTA. However, schoolare clear that the event should primarily be about giving something back to families and the community, not a fundraising opportunity. Staff are happy to run most of the activities.  Action points: <ul style="list-style-type: none"> <li>⊕ Wider PTA to approve proposed donation for the Jubilee event</li> <li>⊕ MC to check with staff to identify a suitable date for the Jubilee event</li> <li>⊕ PTA to ask whether any of its members can design a poster to advertise the Jubilee event</li> <li>⊕ PTA members to decide on PTA participation in the event (anything more than uniform/refreshments?)</li> </ul>		All PTA / MC															

<p><b>BREAK THE RULES DAY</b></p> <p>Funds would be raised for the PTA through a “Break the Rules” day held in May, with children paying to break school rules for the day.</p>	
<p><b>END OF YEAR SHOW</b></p> <p>School requested a PTA contribution to cover the upfront costs of holding an all-school end-of-year show at Ullswater Community College in July. The PTA contribution would be used to book the venue (£250.00 for 8 hours), hire a coach to transport the children from school to the event (£200.00) and other expenses such as the purchase of costumes and props, with a ceiling of £750.00.</p> <p>Tickets would be sold in advance for the show, with a potential guaranteed allocation of 2 tickets per family to ensure that everyone has the opportunity to attend. Previous experience indicated that school shows were extremely well attended and it was very likely that all tickets would be sold. Back-of-envelope calculations show that the PTA would receive £800.00 – £1,000.00 in revenue from ticket sales alone. A raffle could also be organized and refreshments sold. The PTA contribution would therefore be comfortably covered by the revenue generated by the event, with a surplus left in the account for expenditure in the next academic year.</p> <p>Action points:</p> <ul style="list-style-type: none"> <li>⊕ PTA to approve contribution to cover costs associated with the end of year show</li> <li>⊕ Could NP organize a raffle for this event?</li> <li>⊕ MC to find out number of seats at the venue</li> </ul>	<p>All PTA / NP / MC</p>
<p><b>PTA FINANCIAL MANAGEMENT</b></p> <p>Participants discussed the current arrangements for managing the PTA account. CF said it would be a shame for CH to step down as Treasurer, especially given her experience. CH explained that the workload involved in keeping the PTA accounts was incompatible with the demands of her job.</p> <p>CF suggested that in future, rather than the PTA managing individual invoices, school could receive and pay invoices and be reimbursed by the PTA through a single payment each term. CH agreed that this would simplify the work. It would also allow the school to claim back VAT for the invoices. CF suggested that with a simplified procedure and perhaps the addition of an assistant treasurer to support the bookkeeping and preparation of the accounts, the workload on CH would be greatly reduced.</p> <p>CF also underscored the importance of striving to spend funds gathered by the PTA within each academic year. This was important as it was not fair to take contributions from families of Year 6 children and not allow their children to benefit. Funding was expressly raised to benefit the children and the school and therefore the goal should be to spend all funds raised rather than accumulate funds in the account.</p> <p>CH highlighted the need to ensure that sufficient money was available in the PTA account at the start of the next academic year to ensure that activities could continue.</p> <p>Action points:</p> <ul style="list-style-type: none"> <li>⊕ CF to talk to SH about proposed new arrangement.</li> <li>⊕ CH to consider best approach to managing the accounts including possible assistant and/or new Treasurer</li> </ul>	<p>CF / CH</p>

<p><b>PARENTS-ONLY FUNDRAISING EVENTS</b></p> <p>PTA discussed proposals made at previous meetings for a parents-only/adults-only fundraising event, possibly a disco. School are not supportive of this approach to fundraising and suggest that any such events be organized outside the framework of the PTA.</p>	
<p><b>FUNDRAISING IDEAS FOR NEXT ACADEMIC YEAR</b></p> <p><b><i>Christmas market</i></b> As the children-only Christmas market had been such a success, school were inclined to use the same format for the next market, rather than organize an event open to families and the community.</p> <p><b><i>Easter bingo</i></b> There was general support for holding an Easter bingo next year.</p> <p><b><i>School lottery</i></b> The lottery continued to generate around £60.00 a month for the PTA; more could be done to raise awareness of the lottery and encourage wider participation.</p>	
<p>Minutes produced by ZH, checked by CH.</p>	