**Minutes of the Lacon Childe PTA meeting**

**Monday 22nd January 2024 at Lacon Chide School**

**Attending**: Jane Nicolson, Lucy Bunten (by phone), Sam Harrison, Allan Romeo, Rachel Datlen, Kris Wood, Noah Turner, Emma Hennessey, Rachel Croxton-Broome

**1. Apologies:**

Sarah Westmacott, France Pioger, Nick Roff

**2. Minutes of the last meeting**

All agreed these were an accurate record. Actions and matters arising are covered on the agenda.

**3. Treasurers Report**

* The bank balance is £7,9011.06 which will reduce to £7,481.56 after 3 wish list invoices are paid. £640.45 was raised by the Christmas raffle, which was considered great, especially due to the last minute rush with ticket printing.
* New signatures will now be Kris Wood and Sam Harrison as both had Lloyds accounts so paperwork will be simpler and no need to attend the bank in person with ID. **Action: Lucy to progress banking paperwork.**
* Three invoices had come through last week from school for the wish list purchases. There are still £4,790 funds to be invoiced for, although RCB and Kris are spending gradually and this has not yet been reimbursed. **Action: Noah to remind staff to commit their funds.**

**4. Forthcoming Events**

* Winter Concert feedback – all agreed this had been a great success, with brilliant performances. The layout of the hall and the refreshments went well. It was suggested photos could be taken next year.
* Parents evenings – it was agreed that we should have a rota for these evening so that not all of the effort falls to 2 or 3 people. The next date is Yr8 on 22nd Feb. Sam will populate the events calendar with new dates. Parents are currently being consulted on timing preference. It was agreed that refreshments are a nice gesture for staff and parents and generate some funds, but are reliant on PTA capacity, which school is grateful for. Sam thanked all those who had helped out over recent events. The Pod is working well for serving. A locked cupboard has been offered in the Finance Office and has now been emptied. **ACTION: Lucy to suggest a Friday to be agreed with Finance Team, when new cupboard can be filled.**
* Race Night –Friday 1st March 2024. Kris has all the info ready to run the event and would welcome support from the PTA to sell tables and tickets to get good attendance, as well as run the bar and refreshments. There is an alcohol licence already arranged for a future date. **ACTION: Lucy to ring Shropshire Licencing Team to notify them of the Race Night date for the alcohol licence.** **ACTION: all PTA members to promote Race Night to their friends, family and contacts.**
* Matilda production – 12/13/14 March. Sponsors had been secured including 2 x £100 and one yet to be confirmed, these would be used to fund elements of the production. Sam Martin had been investigating costume purchase but prices had varied considerably between suppliers, the cheaper one not being on the approved supplier list. Sam had also contacted other schools who had run Matilda to see if costume loan/share is an option.
* Rags to Riches – The next collection date is 20th March.
* Kids Disco – suggested date of 2nd July. This would be run by PTA with support from staff on the night. Only Yr6 (transition) and Yr7 would be invited. Disco Daddy was suggested but there may be cheaper and more age appropriate options. **ACTION: Lucy to cost up DJ.**
* Summer Fete – Thurs 4th July. All form classes will run a stall plus Finance Team and TAs. PTA would focus on second hand uniform sale and promote donations of uniform nearer the time. PTA to organise catering stands. **ACTION: RCB to contact Hobsons to request they obtain alcohol licence.**
* Bike Show – 22nd September. A poster for the event will be designed by students for March. Sarah had asked RCB to wite a letter to supermarkets asking for food donations. **ACTION: RCB to wite letter to supermarkets.** Steve Nicolson had done some work on a potential website mock up. The web page content needs creating. **ACTION: Lucy to send Jane and Steve the logins for the old website. ACTION: Lucy to continue to work on content for Steve to progress web page.** A separate Bike Show sub committee will be set up**. ACTION: Lucy to request a Parentmail asking any parents to be on a Bike Show subcommittee.**
* Promise Auction – March 2025, likely to replace Race Night for that year.
* **ACTION: Sam to set teams meetings for subcommittee on major events to make planning more accessible and easy to catch up on tasks on the run up**

**7. New Fundraising Ideas**

* Company match funding – Allan’s company could potentially match fund some fundraising this year. The calendar with a photo competition was suggested as the idea to progress, starting next September.
* Grow a £1 – Allan suggested this and all were supportive as it could link to current events in school such as Stockmarket Challenge.

**8. School Lottery**

* France had done some promotion before Christmas and there had been some new subscribers but also quite a few supporters withdrawing or reducing down to no tickets. Income was still healthy. It was suggested that a flier with QR code to the lottery could be put in the Matilda brochure.

**10. DBS Checks**

* School will process these for anyone on the PTA who is interested. Rache clarified that it is not a requirement of PTA members but those who need access to school during the day when students are in need a DBS or would have to be accompanied by a staff member. **ACTION: Lucy to liaise with School and PTA members re DBS checks.**

**11. Childe Endowment Fund Trustee**

* The next meeting of the Fund trustees is 23rd February.

**12 AOB**

* None

**13 Date of Next Meeting**

* Monday 4th March at 5:00pm at Lacon Childe School.