**Minutes of the Lacon Childe PTA meeting**

**Monday 28th November 2023 on Teams**

**Attending**: Jane and Steve Nicolson, Lucy Bunten, Sam Harrison, France Pioger, Rachel Croxton-Broome, Allan Romeo, Rachel Datlen.

**1. Apologies:**

Sarah Westmacott, Noah Turner, Emma Hennessey, Kris Wood

**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 £8,655.42. the £380 has been paid out to Air Ambulance from the Bike Show takings.
* Paperwork for signatures is with Kara Guise and Rachel CB to complete and then Rache D will take completed paperwork and ID to Lloyds bank.
* There are no invoices through from school yet for the wish list purchases. **Action: RCB to remind staff to commit their funds.**
* Gift Aid – Lucy had looked into this and concluded that you cannot claim gift aid where fundraising creates a benefit for people, e.g. where raffle prizes are won. France had led on gift aid for another PTA and had only claimed gift aid on sponsored walks and donations. It was agreed that we do not progress this for now as most of our events and fundraising have a benefit for those partaking.

**4. Forthcoming Events**

* Parents evenings – the last one of these is this Thursday. Sam thanked all those who had helped out over the last few Thursdays. The Pod is working well for serving. A locked cupboard has been offered in the Finance Office, which could work as long as we can access it out of hours.
* Winter Concert – Monday 18th December. Lucy had written a letter asking for raffle prizes, which she will deliver round Cleobury tomorrow. **ACTION: Rache to design and get 800 raffle ticket books printed with the larger prizes on.** Mrs Rentall has made a Christmas cake for a prize. It was agreed not to run a bar as mulled wine sales has been very low last year and attendance is relatively low as is mainly parents of those performing. Sam, Lucy (and kids), Sarah, Rache, Allan, Jane can help. Arrival to set up from 5:30pm. Hannah in Year 11 will be selling sweets to fundraise for her Kenya trip.
* 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 attendance to be really good, as well as run the bar and refreshments. **ACTION: all PTA members to promote Race Night to their friends, family and contacts.**
* Matilda production – 13/14/15 March**.**
* Rags to Riches – this had all worked really well, thanks to the support we had from school staff. The next collection date that we have been offered is 20th March.
* Summer Fete – too early to set date until other summer commitments are set. PTA would focus on second hand uniform sale and promote donations for this between now and then.
* Bike Show – 22nd September 2024. A poster for the event will be designed by students. Steve Nicolson had done some work on a potential website and showed a mock up, which all agreed looked great. Steve will investigate a web host and ask how best this can be paid for by PTA. The web page content needs creating. **ACTION: Lucy to meet with Jane and Steve to progress this.**
* Promise Auction – this will be discussed at a future meeting.

**5. Food Sponsors/Donations for events**

* Sarah had done a lot of work on this recently, which was appreciated.

**6. Food Sales and Natasha’s Law**

* Sam had written to the food inspector who had visited Tom Makes Bakes and she had advised that we should display a poster of ingredients for anything homemade, including allergens in bold. A notice asking people to make us aware of any allergens should be displayed at our events where we sell food. Home-made food needs to be displayed in loose, open bags, not in sealed individual packets. RCB said that it would be worth discussing with school each time we were deciding on types of food for events. Gluten free options should always be available.

**7. New Fundraising Ideas**

* These will be added to another tab on the social events calendar to discuss at future meetings.
* Matilda Sponsorship - Lucy had spoken to Sam Martin about this, as sponsors could be displayed in the foyer and on the programme. **ACTION: Lucy to circulate sponsorship request letter to PTA to help distribute.**
* Company match funding – Allan’s company could potentially match fund some fundraising, but the deadline is Christmas, so it may be worth looking at this in more detail for next year. It may be that one of the wish list item funds could be matched. RCB said that next year, there would be a House photography competition to create a calendar.
* Disco – RCB said that school used to run a disco for Yr 7 and 8 and suggested that the PTA could resurrect the idea. A local DJ, Shaun O’Toole could provide the music and there could be a tuck shop. All thought this was a great idea to discuss further at the next meeting.

**8. School Lottery**

* The House competition hadn’t generated any entries, although Sarah had done some successful recruitment through friends and family.
* The School Lottery needs a new person to lead on it. The lottery income is easy money for very little effort but could provide a lot more funds if it could be promoted more. Posters could be put on seats at school events. France co-ordinated the Lottery for Stottesdon Primary and would be willing to put some time in to promote the Lacon version. **ACTION: Rache to add France as an admin on Your School Lottery. ACTION: France to post Lottery poster on PTA Facebook page and request a Parentmail to go out.**

**9. PTA Recruitment**

* This has been successful recently as we had gone from 4 members to 9 since the last meeting. Well done everybody!

**10. DBS Checks**

* School will process these for anyone on the PTA who is interested – Lucy, Sam, France, Sarah and Allan. **ACTION: Lucy to liaise with School and PTA members re DBS checks.**

**11. Childe Endowment Fund Trustee**

* Tim Stiles had been asked to get in touch with Childe Endowment Fund (Gwilym Butler) re attendance at Post 16 event.
* A PTA/school representative is requested to stand as a trustee.
* The next meeting of the Fund trustees is 23rd February.

**12 AOB**

* Jayne had a flier from Air Ambulance to say thank you for the Bike Show donation and also from Rags2Riches showing our collection summary. RCB said it would be good to put these as news items in the next school newsletter. **ACTION: Jane to scan copies of these fliers to RCB.**

**13 Date of Next Meeting**

* Monday 8th January at 5:30pm