

ST PETER'S CE (AIDED) PRIMARY SCHOOL PTA HENFIELD

England & Wales · Charity number 1039000

Details

Status Registered

Legal form Other

Registered 1994-06-27

Register [View on the Charity Commission register](#)

Contact

Address Henfield C Of E Primary School
Fabians Way
Henfield
West Sussex
BN5 9PU

Phone 01273 492447

Email ptastpeters@outlook.com

Website www.stpeters.ncpta.net

Activities

Objects: TO ADVANCE THE EDUCATION OF THE PUPILS IN THE SCHOOL

Activities: Provision of financial support for St Peters School, Henfield to purchase additional equipment, facilities, buildings and open spaces, provide additional services and provide activities for the school children over and above that provided for in the school's normal course of events.

Classification

- **How:** Makes Grants To Organisations, Provides Buildings/facilities/open Space
- **What:** General Charitable Purposes, Education/training
- **Who:** Children/young People

Geography

- **Area of benefit:** IN PRACTICE THE CATCHMENT AREA OF THE SCHOOL
- West Sussex

Finances

Period end	Income	Expenditure	Assets	Employees
2025-07-31	£24,360	£15,053	-	-
2024-07-31	£30,867	£34,053	-	-
2023-07-31	£33,204	£27,425	-	-
2022-07-31	£25,031	£16,048	-	-
2021-07-31	£8,066	£7,455	-	-

Trustees

Name	Role	Appointed
Zoe Jane Welsh	Chair	2026-02-02
Charlotte Clarke		2026-02-02
Hannah Farmer		2022-10-05
Karina Gummer		2026-02-02
Malgorzata Spica		2026-02-02
Nicola Andrea Smith		2026-02-02
Nicola Louise Spree		2023-11-07
Nina Hearn		2026-02-02

ST PETER'S CE (AIDED) PRIMARY SCHOOL PTA HENFIELD

England & Wales - Charity number 1039000

Accounts

St Peters C of E (Aided) Primary School PTA, Henfield Report
from the Treasurer, 1st August 2023 to 31st July 2024

Treasurers Update

We have had another year of events which have raised a good amount of money considering the economic climate. We have decided to hold termly Discos which have made a great amount of money for the school. Our goal this year was to provide new playground equipment for the school as well as the usual funding we provide. We managed to fund stage one of the playground refurbishment and are well on our way to funding stage 2.

We are still using our card machines but we have been trying to use QR codes through Sumup more due to no fees being deducted. Some ticket sales (Disco, Break the rules) are still done through ParentPay but we might outsource this next year for community events.

We have reduced PTA expenditure this year as no big purchases were needed.

The biggest actions from a financial perspective going into the next academic year are:

1. Looking to change card machines for a better rate
2. Upgrade our banking capacity with debit cards.

Both of the above actions will be processed in the next financial year..

Finally, the PTA have ended the year with a very healthy bank balance, but this money has been raised for the benefit of pupils and so should be spent on those pupils. Keeping some money back for funding events and other PTA activity, there is at least £15,000 that could, and should, be used by the school.

The Final Accounts for the year 1st August 2023 to 31st July 2024 accompany this report and will be signed off as part of the AGM due to be held on the 11th November 2024. The accounts have also been audited by a third party bookkeeper and have been deemed in good order.

Nicola Spree, PTA Treasurer
9th October 2024

Financial Summary

The year started with a balance of £24,915.70 across both bank accounts. Total income from all events, fundraisers and donations totaled £30062 against expenses of £34052 leaving us with a closing (available) balance of £21,730.16 again across both bank accounts.

The school purchased items totaling £23,247.91 which will benefit the students. we overspent by £4233.75 but this is due to having spare funds in the account from previous years.

Financial Performance

Below is a comparison of year on year Costs, Expenses and Profit.

	2022/23	2023/24
Total Fundraising before Costs	23,384	21442
Costs		
Year 6 Disco		500
PTA Expenses	4087.88	1072.99
School Wishlist Payments	12516.98	23247.91
Previous year events	-	805
Future year events	500	550
Total Costs	13,107	25,676
Total remaining profit	£2,966	-£4233.75

Details of individual payments (in and out) and events can be found in the full 2022/23 Annual Accounts.

END

ST PETER'S C.E. (AIDED) PRIMARY SCHOOL P.T.A. HENFIELD

Registered Charity No. 1039000

ACCOUNTS

FOR THE YEAR ENDED

31st July 2024

St Peter's C.E. (Aided) Primary School P.T.A. Henfield

Financial Performance 2023/24

Event	Income	Expenses	Profit	Finalised		
Fireworks (23/24)	9,026.63	4,203.68	4,822.95	Yes		
November Disco	2,365.10	711.67	1,653.43	Yes		
Christmas Market	333.00	-	333.00	Yes		
Christmas Jumpers	-	6.98	6.98	Yes		
Christmas Art Project	355.00	-	355.00	Yes		
Krispy Kreme	969.01	592.50	376.51	Yes		
Feb Disco	2,387.46	889.42	1,498.04	Yes		
Break the Rules	303.85	-	303.85	Yes		
May Disco	1,788.21	462.84	1,325.37	Yes		
Ice Cream Fridays	524.05	151.98	372.07	Yes		
Sports Day	394.67	211.07	183.60	Yes	384.81	paid in on 27-9-24
Uniform Sale	430.22	-	430.22	Yes		
Donations	948.41	-	948.41	Yes		
Your School Lottery	1,896.82	-	1,896.82	Yes		
eBay	2,417.36	250.01	2,167.35	Yes		
Colour Run	5,694.29	1,138.86	4,555.43	Yes	60	paid in on 27-9-24
Year 6 leavers	113.00	-	113.00	Yes		
Interest on accounts	115.30	0.61	114.69	Yes		
Total Profit before Costs	30,062.38	8,619.62	£ 21,442.76			
Costs and Payments Made						
Year 6 leavers			500.00			
PTA Expenses			1,072.99			
School Wishlist Payments			23,247.91			
Bank Charges			0.61			
Back payment for previous year events			805.00			
Forward payment for next year events			550.00			
Total Costs			£ 25,676.51			
Total remaining profit at year end			-£ 4,233.75			

Notes

St Peter's C.E. (Aided) Primary School P.T.A. Henfield

Accounts to 31st July 2024

Receipts

Payments

Opening Balance at Bank:

Current Account	24,608.94
Deposit Account	306.76

Total opening balance at Bank £ 24,915.70

Events & Fundraising

Uniform Sales	430.22
Fireworks 22/23	9,026.63
November Disco	2,365.10
Christmas Market	333.00
Christmas Jumpers	-
Christmas Art Project	355.00
Krispy Kreme	969.01
Feb Disco	2,387.46
Break the Rules	303.85
May Disco	1,788.21
Ice Cream Fridays	524.05
Your School Lottery	1,896.82
eBay	2,417.36
Sports Day	394.67
Colour Run	5,694.29

Donations	948.41
Other	805.00
Interest	115.30
PTA	
School	
Year 6 leavers	113.00

Total receipts £ 30,867.38

Cheques not cleared -

£ 55,783.08

Uniform sales	-
Fireworks 22/23	4,203.68
November Disco	711.67
Christmas Market	-
Christmas Jumpers	6.98
Christmas Art Project	-
Krispy Kreme	592.50
Feb Disco	889.42
Break the Rules	-
May Disco	462.84
Ice Cream Fridays	151.98
Your School Lottery	-
eBay	250.01
Sports Day	211.07
Colour Run	1,138.86

Donations	-
Other	612.40
Interest	0.61
PTA	1,072.99
School	23,247.91
Year 6 leavers	500.00

Total payments £ 34,052.92

Closing Balance at Bank:

Current Account	11,308.10
Deposit Account	10,422.06

Total closing balance at Bank £ 21,730.16

£ 55,783.08

Notes

Receipts Cash Book

1 August 2023 to 31 July 2024

Current Total

30,752.08

check = no

Clearing

Payments In

Date	Description	Amount	Cleared	Category / Event	Donations	eBay	Your School Lottery	Uniform Sales	Fireworks (7/1/24)	Christmas Market	Christmas Summer Sale	Feb Disco	Krispy Kreme	Christmas Art Project	November Dinner	Break the Rules	May Disco	Ice Cream Fridays	Year 6 Leavers	Sports Day	Colour Run	Other	TRANSFER	
02/08/2023	eBay	72.01	Yes	eBay		72.01																		
08/08/2023	Your School Lottery	182.80	Yes	Your School Lottery			182.80																	
29/08/2023	S Alavi - Fratello's Pizza Fete	80.00	Yes	Other																		80.00		
05/09/2023	Your School Lottery	132.00	Yes	Your School Lottery			132.00																	
05/09/2023	eBay	465.12	Yes	eBay		465.12																		
14/09/2023	Stokes Orla for Fete	500.00	Yes	Other																			500.00	
22/09/2023	Cardnet	71.72	Yes	Uniform Sales			71.72																	
03/10/2023	Your School Lottery	131.20	Yes	Your School Lottery			131.20																	
03/10/2023	eBay	50.22	Yes	eBay		50.22																		
06/10/2023	Hi Bart - Fete Advert Boards	275.00	Yes	Other																			275.00	
17/10/2023	Parentpay - Fireworks	771.49	Yes	Fireworks (23/24)					771.49															
24/10/2023	Parentpay - Fireworks	644.99	Yes	Fireworks (23/24)					644.99															
31/10/2023	Parentpay - Fireworks	305.25	Yes	Fireworks (23/24)					305.25															
06/11/2023	Cardnet - Fireworks	44.21	Yes	Fireworks (23/24)					44.21															
07/11/2023	Sumup - Fireworks	286.00	Yes	Fireworks (23/24)					286.00															
07/11/2023	Parentpay - Fireworks	633.18	Yes	Fireworks (23/24)					633.18															
07/11/2023	eBay	156.15	Yes	eBay		156.15																		
07/11/2023	AMEX - Fireworks	38.00	Yes	Fireworks (23/24)					38.00															
08/11/2023	Cardnet - Fireworks	1,262.51	Yes	Fireworks (23/24)					1,262.51															
08/11/2023	Your School Lottery	159.20	Yes	Your School Lottery			159.20																	
13/11/2023	Sustainable Herford	93.50	Yes	Donations	93.50																			
14/11/2023	Parentpay - Disco	252.09	Yes	November Disco											252.09									
20/11/2023	Swams - Fireworks tickets	126.00	Yes	Fireworks (23/24)					126.00															
23/11/2023	Parentpay - Disco	237.27	Yes	November Disco																				
23/11/2023	Cardnet - November Disco	37.34	Yes	November Disco																				
27/11/2023	Cardnet - November Disco	40.76	Yes	November Disco																				
27/11/2023	Hi Bart - Fireworks Advert Boards	150.00	Yes	Fireworks (23/24)					150.00															
28/11/2023	Parentpay - Disco	290.99	Yes	November Disco																				
29/11/2023	Cardnet - Disco	38.31	Yes	November Disco																				
04/12/2023	Sumup - Christmas Market	33.00	Yes	Christmas Market						33.00														
04/12/2023	S Hayes - Christmas Market	300.00	Yes	Christmas Market						300.00														
04/12/2023	Sustainable Herford	325.62	Yes	Donations	325.62																			
05/12/2023	Parentpay - Disco	146.24	Yes	November Disco																				
05/12/2023	Your School Lottery	128.40	Yes	Your School Lottery			128.40																	
05/12/2023	eBay	362.58	Yes	eBay		362.58																		
08/12/2023	Cardnet - Uniform	208.29	Yes	Uniform Sales				208.29																
12/12/2023	Your School Lottery	24.30	Yes	Your School Lottery			24.30																	
13/12/2023	Herford Football Club	300.00	Yes	Fireworks (23/24)				300.00																
15/12/2023	Cash - Uniform	95.00	Yes	Uniform Sales				95.00																
15/12/2023	Cash - Fireworks	4,465.00	Yes	Fireworks (23/24)					4,465.00															
15/12/2023	Cash - Disco	1,222.10	Yes	November Disco											1,222.10									
28/12/2023	Your School Lottery	22.20	Yes	Your School Lottery			22.20																	
02/01/2024	eBay	209.28	Yes	eBay		209.28																		
04/01/2024	Your School Lottery	121.20	Yes	Your School Lottery			121.20																	
22/01/2024	Cauliflower Cards	355.00	Yes	Christmas Art Project						355.00														
30/01/2024	eBay	22.20	Yes	Your School Lottery			22.20																	
02/02/2024	Thomas - Krispy Kreme	2.00	Yes	Krispy Kreme									2.00											
05/02/2024	Comanita - Krispy Kreme	5.00	Yes	Krispy Kreme									5.00											
06/02/2024	ParentPay - Krispy Kreme	348.31	Yes	Krispy Kreme									348.31											
06/02/2024	eBay	336.49	Yes	eBay		336.49																		
07/02/2024	Your School Lottery	148.00	Yes	Your School Lottery			148.00																	
09/02/2024	Sustainable Herford	278.29	Yes	Donations	278.29																			
13/02/2024	ParentPay - Krispy Kreme	5.00	Yes	Krispy Kreme									5.00											
13/02/2024	ParentPay - Krispy Kreme	566.57	Yes	Krispy Kreme					566.57															
14/02/2024	Cardnet - Krispy Kreme	60.13	Yes	Krispy Kreme					60.13															
21/02/2024	Parentpay - Feb Disco	88.63	Yes	Feb Disco								88.63												
21/02/2024	Sumup - Feb Disco	2.92	Yes	Feb Disco								2.92												
26/02/2024	Cardnet - Feb Disco	0.02	Yes	Feb Disco								0.02												
27/02/2024	Parentpay - Feb Disco	414.08	Yes	Feb Disco								414.08												
28/02/2024	Cardnet - Feb Disco	8.35	Yes	Feb Disco								8.35												
01/03/2024	B Deslin - Uniform	6.00	Yes	Uniform Sales				6.00																
05/03/2024	Parentpay - Feb Disco	254.84	Yes	Feb Disco								254.84												
05/03/2024	eBay	165.39	Yes	eBay		165.39																		
05/03/2024	Your School Lottery	126.00	Yes	Your School Lottery			126.00																	
08/03/2024	P Parade - Uniform	6.00	Yes	Uniform Sales				6.00																
12/03/2024	Sumup - Disco	9.75	Yes	Feb Disco								9.75												
12/03/2024	Sumup - Disco	4.87	Yes	Feb Disco								4.87												
25/03/2024	Sumup - Disco	24.00	Yes	Feb Disco								24.00												
26/03/2024	Parentpay - Break the rules	33.98	Yes	Break the Rules												33.98								
02/04/2024	eBay	181.11	Yes	eBay		181.11																		
03/04/2024	Parentpay - Break the rules	91.09	Yes	Break the Rules																				
04/04/2024	Your School Lottery	160.00	Yes	Your School Lottery																				

Business Reserve Account
1st August 2022 - 31st July 2023

Payments In

Date	Description	Amount
01/08/2023	B/Forward from Reserve Account	306.76
04/09/2023	Gross Interest	0.82
04/12/2023	Gross Interest	1.07
18/01/2023	Transfer from Main Acc	20,000.00
04/03/2024	Gross Interest	38.96
03-Jun-24	Gross Interest	74.45
Total Payments In		<u>£ 20,422.06</u>

Payments Out

Date	Description	Amount
30-May-24	Tranfer to Main Acc	10,000.00
Total Payments Out		<u>£ 10,000.00</u>
Closing Balance		<u>£ 10,422.06</u>



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of

Charity Name

St Peter's C.E. (Aided) Primary School P.T.A. Henfield

On accounts for the year ended

31st July 2024

Charity no (if any)

1039000

Set out on pages

1-6

(remember to include the page numbers of additional sheets)

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 07 / 2024**.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Georgina Hughes

Signed:

02/10/2024

Date:

Georgina Hughes

Name:

Relevant professional qualification(s) or body (if any):

9 Staples Barn

Henfield

BN5 9PP

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.

ST PETER'S CE (AIDED) PRIMARY SCHOOL PTA HENFIELD

England & Wales - Charity number 1039000

Accounts

St Peters C of E (Aided) Primary School PTA, Henfield Report
from the Treasurer, 1st August 2022 to 31st July 2023

Treasurers Update

This is my first year as treasurer for the PTA, having taken full control from Shaun Bigg in June 2023.

We have had a full calendar of events which have raised a good amount of money considering the economic climate currently. We have decided to hole termly Discos which have made a great amount of money for the school. With this in mind we have managed to make some larger purchases for the school this year including lockers and the new AV system.

As well as using our card machines we have been using QR codes through Sumup. Unlike the 1% we are charged for using the card machines this is done with no fees and paid straight into the bank account. All ticket sales (Disco, Fireworks, Break the rules) are now done through ParentPay and the money comes directly into the PTA bank account.

We have a lot of PTA expenses this year as we needed to buy a new shed for storage as our old shed needed to be moved and was unstable and broken. We also had to purchase a new gazebo for the school fete. We also decided to be more sustainable in keeping with our village motto and decided to purchase branded reusable cups for events which we will ask for a returnable deposit and we also purchased reusable cups for the children at school, which can be used at discos and school events.

The biggest actions from a financial perspective going into the next academic year are:

1. Looking to change card machines for a better rate
2. Upgrade our banking capacity with debit cards.

Both of the above actions will be processed in the next financial year..

Finally, the PTA have ended the year with a very healthy bank balance, but this money has been raised for the benefit of pupils and so should be spent on those pupils. Keeping some money back for funding events and other PTA activity, there is at least £15,000 that could, and should, be used by the school.

The Final Accounts for the year 1st August 2022 to 31st July 2023 accompany this report and will be signed off as part of the AGM due to be held on the 7th November 2023.

Nicola Spree, PTA Treasurer
1st November 2023

Financial Summary

The year started with a balance of £18,394.41 across both bank accounts. Total income from all events, fundraisers and donations totaled £33204 against expenses of £27425 leaving us with a closing (available) balance of £24915.70, again across both bank accounts.

The school purchased items totaling £12,516.98 which will benefit the students.

Financial Performance

Below is a comparison of year on year Costs, Expenses and Profit.

	2021/22	2022/23
Total Fundraising before Costs	19,404	23384
Costs		
PTA Expenses	674	4087.88
School Wishlist Payments	-	12516.98
Previous year events	-	
Future year events	500	500
Total Costs	1,174	13,107
Total remaining profit	£18,230	£2,966

Details of individual payments (in and out) and events can be found in the full 2022/23 Annual Accounts.

END

ST PETER'S CE (AIDED) PRIMARY SCHOOL PTA HENFIELD

England & Wales - Charity number 1039000

Accounts

St Peters C of E (Aided) Primary School PTA, Henfield
Report from the Treasurer, 1st August 2021 to 31st July 2022

Treasurers Update

Unlike the last two academic years, 2021-22 has seen a full return to the usual PTA fundraising activity and this is reflected in our financial performance.

This year was our first year taking card payments and using online platforms for the sale of tickets or other items. These payment methods have been a big positive step forward for our fundraising events but do come at a cost. Our most cost effective method is our card machines where we have taken £4,000 of sales at a transaction cost of £40 (effectively 1%). Use of Lets Localise and Parent Pay have attracted far higher fees.

The other consideration with regards to the online platforms is the actual receipt of money raised. The PTA have not yet been able to add their own bank details to the platforms and so all money raised has gone direct to the school. In most cases this has then been credited to the PTA the timing of the credit has been slow and, in some cases, rolled over into the next academic year (£509 from Disco advanced ticket sales). Advanced ticket sales from the Fireworks event were made via the Lets Localise platform and this money has never been received by the PTA. Instead, it was used by the school for purchasing usual PTA purchases. Ultimately ending up in the right place but bypassing our usual fundraising controls.

The biggest actions from a financial perspective going into the next academic year are:

1. Ensure PTA accounts are on any platform used for online purchases and if this isn't possible consider not using the platform.
2. Upgrade our banking capacity with debit cards and online payments.

Both of the above actions are now being progressed.

Finally, the PTA have ended the year with a very healthy bank balance, but this money has been raised for the benefit of pupils and so should be spent on those pupils. Keeping some money back for funding events and other PTA activity, there is at least £15,000 that could, and should, be used by the school.

The Final Accounts for the year 1st August 2021 to 31st July 2022 accompany this report and will be signed off as part of the AGM due to be held on the 5th October 2022.

Shaun Bigg, PTA Treasurer
1st October 2022

Financial Summary

The year started with a balance of £9,185.21 across both bank accounts. Total income from all events, fundraisers and donations totalled £25,031 against expenses of £16,047 leaving us with a closing (available) balance of £18,394, again across both bank accounts.

As noted on previous page, some events collected monies via different online platforms owned by the school and as such money went directly to the school. Income from advanced sales of Fireworks tickets was never paid to the PTA but was used to fund the following items:

Item	Cost	Date Paid
Book Bags for September Reception	470.45	n/a
Duckling hatching equipment	275.00	n/a
Yamaha sound system	615.00	n/a
Aurora Firworks balance (for November 21 event)	1,666.67	n/a
	£3,027.12	

An outstanding balance on the above items of £515.58 will be paid to the school in the next academic year and shown in those accounts.

Financial Performance

Usually I would show a comparison of year on year Costs, Expenses and Profit here. However, as already noted, the last two years of PTA activity prior to the 21/22 year were impacted heavily by the COVID-19 pandemic and as such the comparison would not be useful. For that reason, I have included figures from the last pre-COVID year (18/19) in order that the comparison is valuable.

	2021/22	2019/20
Total Fundraising before Costs	19,404	16,103
Costs		
PTA Expenses	674	977
School Wishlist Payments	-	10,815
Previous year events	-	763
Future year events	500	500
Total Costs	1,174	13,107
Total remaining profit	£18,230	£2,966

Details of individual payments (in and out) and events can be found in the full 2021/22 Annual Accounts.

END

ST PETER'S C.E. (AIDED) PRIMARY SCHOOL P.T.A. HENFIELD

Registered Charity No. 1039000

ACCOUNTS

FOR THE YEAR ENDED

31st July 2022

St Peter's C.E. (Aided) Primary School P.T.A. Henfield

Accounts to 31st July 2022

Receipts

Payments

Opening Balance at Bank:

Current Account	8,879.78
Deposit Account	305.43

Total opening balance at Bank £ 9,185.21

Events & Fundraising

Fireworks 21/22	4,704.75
Fireworks 22/23	-
Xmas Jumper Sales	144.40
Xmas Wreath Evening	226.27
Xmas Cards	570.90
World Book Day	11.40
Break the Rules	627.70
May Disco	1,251.40
Ice Cream Fridays	1,339.08
Summer Fete	9,144.87
Doughnut Fridays	1,018.10 ³
Uniform Sales	745.79
Amazon Smile	200.25
eBay	4,162.22
Your School Lottery	288.00

Donations	596.00
Other - Interest	0.05
PTA	
School	

Total receipts from events £ 25,031.18

Cheques not cleared 225.80

£ 34,442.19

Fireworks 21/22	3,321.66
Fireworks 22/23	500.00
Xmas Jumper Sales	-
Xmas Wreath Evening	12.48
Xmas Cards	-
World Book Day	-
Break the Rules	-
May Disco	582.64
Ice Cream Fridays	407.34
Summer Fete	3,338.65
Doughnut Fridays	555.50
Uniform sales	-
Amazon Smile	-
eBay	432.32 ²
Your School Lottery	-

Donations	6,223.00 ¹
Other	0.07
PTA	674.12
School	

Total payments for events £ 16,047.78

Closing Balance at Bank:

Current Account	18,088.93
Deposit Account	305.48

Total closing balance at Bank £ 18,394.41

£ 34,442.19

Notes

All Expense figures include deductions or fees from card payment platforms. See detail later in these accounts or individual event breakdowns for more information on these.

- The PTA ran a donation campaign via Virgin Money in memory of Louise Clark and on behalf of the school. The donations received via this campaign were paid out directly to the school, although note that the cheque was raised in the last financial year but not banked until this new financial year.
- Expenses for the year were higher than this but will be paid in the next set of accounts.
- Doughnut Friday's sold 77 dozen boxes and 285 single doughnuts. A box was £10 and a single was £1. All orders were taken via ParentPay so this represents the total money received after transaction fees.

St Peter's C.E. (Aided) Primary School P.T.A. Henfield

Financial Performance 2021/22

Event	Income	Expenses	Profit	Finalised
Fireworks (21/22)	7,469.91	3,575.28	3,894.63 ¹	
Xmas Wreath Evening	226.50	12.71	213.79	Yes
Xmas Jumper Sale	144.65	0.25	144.40	Yes
Xmas Cards	570.90	-	570.90	Yes
World Book Day	11.40	-	11.40	Yes
Break the Rules	632.00	4.30	627.70	Yes
May Disco	1,760.40	582.64	1,177.76 ²	Yes
Doughnut Friday	1,055.00	587.40	467.60	Yes
Ice Cream Fridays	1,350.40	418.66	931.74	Yes
Summer Fete	9,156.01	3,349.88	5,806.13	Yes
Uniform Sale	745.79	1.71	744.08	Yes
Amazon Smile	200.25	-	200.25	Yes
eBay	4,162.42	432.32	3,730.10	Yes
Your School Lottery	288.00	-	288.00	Yes
Donations	596.00	-	596.00	Yes
Total Profit before Costs			<u>£ 19,404.48</u>	
Costs and Payments Made				
PTA Expenses			674.12	
School Wishlist Payments				
Back payment for previous year events				
Forward payment for next year events			500.00	
Total Costs			<u>£ 1,174.12</u>	
Total remaining profit at year end			<u>£ 18,230.36</u>	

Notes

All Expense figures include deductions or fees from card payment platforms. See detail later in these accounts or individual event breakdowns for more information on these.

- Income includes money raised via Lets Localise platform that was credited direct to school bank account (£2,511.54). Expenses include deductions taken for LetsLocalise and Cardnet payments (transaction fees). See the individual event breakdown for more information on these.
- Income includes money raised via ParentPay for advanced ticket purchases, totaling £509. This money has not yet been paid to the PTA and is expected in the next school year.

Receipts Cash Book

1 August 2021 to 31 July 2022

Current Total **33,910.91** check = no
Clearing -

Payments In

Date	Description	Amount	Cleared	Category / Event	Donations	Donations (Louise)	eBay	Amazon Smile	Your School Lottery	Uniform Sales	Fireworks (21/22)	Xmas Jumper Sale	Xmas Wreath Evening	Xmas Cards	World Book Day	Doughnut Friday	Break the Rules	May Disco	Ice Cream Fridays	Summer Fete	Other	
01/08/2021	B/Forward from Current Acc	8,879.78	Yes	Other																		8,879.78
04/08/2021	Direct credit from Virginmoney Giving	5.00	Yes	Donations	5.00																	
05/08/2021	Direct credit from Blikk AB	13.00	Yes	Uniform Sales						13.00												
18/08/2021	Direct credit from Rebecca Mold	11.00	Yes	Uniform Sales						11.00												
07/09/2021	Direct credit from Gibbs TC	125.00	Yes	Uniform Sales						125.00												
09/09/2021	Direct credit from Gregory ME	12.00	Yes	Uniform Sales						12.00												
23/09/2021	Direct credit from Harrison JE	10.00	Yes	Uniform Sales						10.00												
23/09/2021	Uniform sales banking	95.00	Yes	Uniform Sales						95.00												
24/09/2021	Direct credit from Snow PL	3.00	Yes	Uniform Sales						3.00												
04/10/2021	Micro credits from eBay (account set up process)	0.10	Yes	eBay			0.10															
20/10/2021	Direct credit from Cardnet	15.72	Yes	Fireworks (21/22)							15.72											
25/10/2021	Direct credit from Cardnet	221.56	Yes	Fireworks (21/22)							221.56											
10/11/2021	Direct credit from Cardnet	641.07	Yes	Fireworks (21/22)							641.07											
10/11/2021	Direct credit from Oliver-Taylor EJ	4.50	Yes	Fireworks (21/22)							4.50											
15/11/2021	Banking Fireworks 2021	3,821.90	Yes	Fireworks (21/22)							3,821.90											
17/11/2021	Micro credits from eBay (account set up process)	0.18	Yes	eBay			0.18															
18/11/2021	Direct credit from Wilson K	10.00	Yes	Xmas Jumper Sale								10.00										
22/11/2021	Micro credits from eBay (account set up process)	0.08	Yes	eBay			0.08															
01/12/2021	Direct credit from Cardnet	12.77	Yes	Xmas Wreath Evening																		12.77
03/12/2021	Banking Christmas Wreath	71.00	Yes	Xmas Wreath Evening																		71.00
03/12/2021	Direct credit from Hunt R (ticket sales)	142.50	Yes	Xmas Wreath Evening																		142.50
09/12/2021	Direct credit from Henfield CP Ltd Minibus	120.43	Yes	eBay			120.43															
13/12/2021	Direct credit from Amazon Europe Core	10.95	Yes	Amazon Smile				10.95														
15/12/2021	Direct credit from Cardnet	13.75	Yes	Xmas Jumper Sale								13.75										
07/01/2022	Direct credit from Jess Warner	9.00	Yes	Uniform Sales						9.00												
10/01/2022	Direct credit from A Court S	9.00	Yes	Uniform Sales						9.00												
11/01/2022	Direct credit from Adyen N.V.	942.64	Yes	eBay			942.64															
25/02/2022	Direct credit from Adyen N.V.	1,163.94	Yes	eBay			1,163.94															
01/02/2022	Direct credit from Adyen N.V.	280.87	Yes	eBay			280.87															
23/02/2022	Direct credit from Amazon Europe Core	117.19	Yes	Amazon Smile				117.19														
01/03/2022	Direct credit from Adyen N.V.	703.20	Yes	eBay			703.20															
17/03/2022	Direct credit from Kathryn Beer	15.00	Yes	Donations	15.00																	
17/03/2022	Banking Christmas Jumper Sale	120.65	Yes	Xmas Jumper Sale								120.65										
17/03/2022	Banking World Book Day Potato Comp	11.40	Yes	World Book Day											11.40							
17/03/2022	Banking Uniform Sales	136.00	Yes	Uniform Sales						136.00												
25/03/2022	Art Projects for Schools	570.90	Yes	Xmas Cards										570.90								
30/03/2022	Direct credit from Cardnet	30.45	Yes	Uniform Sales						30.45												
05/04/2022	Direct credit from Adyen N.V.	477.65	Yes	eBay			477.65															
05/04/2022	Direct credit from Gibbs TC	79.00	Yes	Uniform Sales						79.00												
06/04/2022	Direct credit from L Campbell	5.00	Yes	Uniform Sales						5.00												
12/04/2022	Direct credit from Cardnet	64.84	Yes	Uniform Sales						64.84												
19/04/2022	Direct credit from WSCC St Peters C.E	1,018.10	Yes	Doughnut Friday												1,018.10						
19/04/2022	Direct credit from WSCC St Peters C.E	118.70	Yes	Break the Rules													118.70					
03/05/2022	Direct credit from Adyen N.V.	110.69	Yes	eBay			110.69															
09/05/2022	Direct credit from Amazon Europe Core	72.11	Yes	Amazon Smile				72.11														
10/05/2022	Direct credit from S Ray	7.00	Yes	Uniform Sales						7.00												
23/05/2022	Direct credit from Wilson K	6.00	Yes	Uniform Sales						6.00												
07/06/2022	Direct credit from Adyen N.V.	127.49	Yes	eBay			127.49															
14/06/2022	Direct credit from YourSchoolLottery	70.40	Yes	Your School Lottery					70.40													
15/06/2022	Direct credit from Cardnet	55.51	Yes	Ice Cream Fridays																		55.51
22/06/2022	Direct credit from Cardnet	262.33	Yes	Ice Cream Fridays																		262.33
28/06/2022	Direct credit from American Express	4.50	Yes	Ice Cream Fridays																		4.50
29/06/2022	Direct credit from Cardnet	53.55	Yes	Ice Cream Fridays																		53.55
01/07/2022	Direct credit from Cardnet	119.86	Yes	Summer Fete																		119.86
04/07/2022	Direct credit from Oliver-Taylor EJ	60.00	Yes	Summer Fete																		60.00
04/07/2022	Direct credit from Cardnet	30.46	Yes	Summer Fete																		30.46
05/07/2022	Direct credit from American Express	33.50	Yes	Summer Fete																		33.50
05/07/2022	Direct credit from Adyen N.V.	234.95	Yes	eBay			234.95															
05/07/2022	Direct credit from YourSchoolLottery	217.60	Yes	Your School Lottery					217.60													
05/07/2022	Direct credit from Cardnet	24.56	Yes	Summer Fete																		24.56
06/07/2022	Direct credit from Cardnet	50.60	Yes	Ice Cream Fridays																		50.60
06/07/2022	Direct credit from Cardnet	2,189.99	Yes	Summer Fete																		2,189.99
07/07/2022	SH2030 Summer Fete Donation	22.00	Yes	Donations				22.00														
07/07/2022	HFC Summer Fete Donation	204.00	Yes	Donations				204.00														
08/07/2022	Direct credit from N Wenham	4.00	Yes	Ice Cream Fridays																		4.00
12/07/2022	Direct credit from American Express	3.50	Yes	Ice Cream Fridays																		3.50
13/07/2022	Direct credit from Cardnet	73.20	Yes	Ice Cream Fridays																		73.20
14/07/2022	Banking Uniform Sales - GANS	85.50	Yes	Uniform Sales						85.50												
14/07/2022	Banking Break the Rules for April Fools	509.00	Yes	Break the Rules													509.00					
14/07/2022	Banking Uniform Sales - Playground	45.00	Yes	Uniform Sales						45.00												
14/07/2022	Banking May Disco	1,251.40	Yes	May Disco														1,251.40				
14/07/2022	Banking Summer Fete - Part I	5,449.10	Yes	Summer Fete																		5,449.10
15/07/2022	HJ Burt Summer Fete Donation	350.00	Yes	Donations				350.00														
20/07/2022	Direct credit from Cardnet	63.86	Yes	Ice Cream Fridays																		63.86
26/07/2022	Direct credit from Cardnet	77.13	Yes	Ice Cream Fridays																		77.13
28/07/2022	Banking - Ice Cream Fridays	690.90	Yes	Ice Cream Fridays																		

Payments Cash Book

1 August 2021 - 31 July 2022

Current Total 15,821.98 check = no
Not banked 225.80

Payments Out

Date	Payee	Amount	Chq No	Banked	Category / Event	PTA	Donations	Donations (Louise)	School	eBay	Fireworks (21/22)	Fireworks (22/23)	Xmas Jumper Sale	Xmas Wreath Evening	Xmas Cards	Friday Doughnuts	May Disco	Ice Cream Fridays	Summer Fete	Other
30/06/2021	School - Louise's fundraising campaign	6,223.00	101327	Yes	Donations (Louise)			6,223.00												
04/10/2021	TENS License Fee	21.00	101328	Yes	Fireworks (21/22)						21.00									
28/10/2021	Fireworks 21/22 Float	1,400.00	101330	Yes	Fireworks (21/22)						1,400.00									
12/11/2021	PTA Meeting 22nd Sep - White Hart (S. Bigg)	55.10	101332	Yes	PTA	55.10														
12/11/2021	PTA AGM Meeting - White Hart (S. Bigg)	110.85	101332	Yes	PTA	110.85														
12/11/2021	Fireworks expenses - Shaun Bigg (see event s/s)	437.66	101332	Yes	Fireworks (21/22)						437.66									
12/11/2021	Fireworks expenses - Tamsin Gibbs (see event s/s)	936.86	101331	Yes	Fireworks (21/22)						936.86									
12/11/2021	Fireworks expenses - Jo Butler (see event s/s)	312.50	101333	Yes	Fireworks (21/22)						312.50									
17/11/2021	Micro credits from eBay (account set up process)	0.09		Yes	eBay					0.09										
01/12/2021	Micro credits from eBay (account set up process)	0.20		Yes	eBay					0.20										
03/12/2021	Fireworks expenses - Beckie Devlin (see event s/s)	69.00	101335	Yes	Fireworks (21/22)						69.00									
03/12/2021	Fireworks expenses - Hannah Farmer (see event s/s)	64.00	101334	Yes	Fireworks (21/22)						64.00									
03/12/2021	Christmas Wreath expenses - Beckie Devlin (see event s/s)	12.48	101335	Yes	Xmas Wreath Evening									12.48						
03/12/2021	Fireworks expenses - St John's Ambulance	80.64	101336	Yes	Fireworks (21/22)						80.64									
13/12/2021	Christmas Lunch Expenses - Beckie Devlin	111.57	101337	Yes	PTA	111.57														
04/01/2022	ParentKind Subscription	116.00		Yes	PTA	116.00														
21/01/2022	eBay Postage & Packaging Nov/Dec 21 (T. Gibbs)	172.18	101338	Yes	eBay					172.18										
21/01/2022	PTA Meeting 18th Jan - White Hart (T. Gibbs)	82.35	101338	Yes	PTA	82.35														
25/01/2022	Horsham Council Small Lotteries License	40.00	101339	Yes	PTA	40.00														
04/02/2022	Direct Debit to Ebay Sarl	5.00		Yes	eBay					5.00										
07/02/2022	Direct Debit to Ebay Sarl	9.33		Yes	eBay					9.33										
08/03/2022	Sustainable Henfield eBay expenses and admin	125.24	101340	Yes	eBay					125.24										
05/04/2022	Friday Doughnut expenses - Tamsin Gibbs	253.00	101342	Yes	Friday Doughnuts											253.00				
05/04/2022	Friday Doughnut expenses - Tamsin Gibbs	275.00	101341	Yes	Friday Doughnuts											275.00				
05/04/2022	Friday Doughnut expenses - Beckie Devlin	27.50	101343	Yes	Friday Doughnuts											27.50				
05/04/2022	eBay Packing Expenses - Tamsin Gibbs	20.28	101341	Yes	eBay					20.28										
05/04/2022	PTA Meeting 8th March - White Hart (T. Gibbs)	43.45	101341	Yes	PTA	43.45														
05/04/2022	PTA Meeting 4th April - White Hart (B. Devlin)	14.80	101343	Yes	PTA	14.80														
18/05/2022	Disco expenses - Sally-Ann Hayes	483.78	101345	Yes	May Disco												483.78			
18/05/2022	Disco expenses - Bebe Newson	54.21	101344	Yes	May Disco												54.21			
18/05/2022	Disco expenses - Beckie Devlin	44.65	101346	Yes	May Disco												44.65			
19/05/2022	Sustainable Henfield eBay expenses and admin	100.00	101347	Yes	eBay					100.00										
15/06/2022	Ice Cream Friday's - Hannah Farmer	71.75	101348	Yes	Ice Cream Fridays													71.75		
15/06/2022	Summer Fete - TENS - Hannah Farmer	21.00	101348	Yes	Summer Fete														21.00	
24/06/2022	Ice Cream Friday's - Tamsin Gibbs	125.80	101349	No	Ice Cream Fridays															
24/06/2022	Fireworks 22/23 deposit	500.00	101350	Yes	Fireworks (22/23)							500.00								
24/06/2022	Ice Cream Friday's - Beckie Devlin	30.95	101351	Yes	Ice Cream Fridays													30.95		
24/06/2022	Ice Cream Friday's - Emma OT	50.94	101352	Yes	Ice Cream Fridays													50.94		
28/06/2022	Summer Fete - Emma OT expenses (part 1)	388.54	101353	Yes	Summer Fete															388.54
28/06/2022	Summer Fete - Emma OT expenses (part 2)	245.70	101354	Yes	Summer Fete															245.70
02/07/2022	Summer Fete - Crockers Events (Bouncy Castles)	395.00	101355	Yes	Summer Fete															395.00
08/07/2022	Summer Fete - Joe Penfold Bar 1 of 3	382.57	101356	Yes	Summer Fete															382.57
08/07/2022	Summer Fete - Joe Penfold Bar 2 of 3	382.57	101357	Yes	Summer Fete															382.57
08/07/2022	Summer Fete - Joe Penfold Bar 3 of 3	382.57	101358	Yes	Summer Fete															382.57
08/07/2022	Summer Fete - Nicola Spree	16.00	101359	Yes	Summer Fete															16.00
08/07/2022	Summer Fete - Tamsin Gibbs	478.97	101360	Yes	Summer Fete															478.97
08/07/2022	Summer Fete - Emma OT (part 3)	298.44	101361	Yes	Summer Fete															298.44
08/07/2022	Summer Fete - Bebe Newson	54.00	101362	Yes	Summer Fete															54.00
08/07/2022	Summer Fete - Beckie Devlin	53.96	101363	Yes	Summer Fete															53.96
08/07/2022	Summer Fete - Hannah Farmer	48.29	101364	Yes	Summer Fete															48.29
08/07/2022	Summer Fete - Shaun Bigg	36.00	101365	Yes	Summer Fete															36.00
08/07/2022	Summer Fete - Pagoda Security	144.00	101366	Yes	Summer Fete															144.00
14/07/2022	Direct Debit to American Express	0.07		Yes	Other															
15/07/2022	Ice Cream Friday's - Beckie Devlin	54.90	101367	Yes	Ice Cream Fridays													54.90		
15/07/2022	Ice Cream Friday's - Hannah Farmer	73.00	101368	Yes	Ice Cream Fridays													73.00		
15/07/2022	Summer Fete - Hannah Farmer	11.04	101368	Yes	Summer Fete															11.04
19/07/2022	Year 6 Leavers Party Contribution - Ella Fenwick	100.00	101369	No	PTA	100.00														

£ 674.12 £ - £ 6,223.00 £ - £ 432.32 £ 3,321.66 £ 500.00 £ - £ 12.48 £ - £ 555.50 £ 582.64 £ 407.34 £ 3,338.65 £ 0.07

Platform & Transaction Fees

Date	Payee	Amount	Category / Event
10/11/2021	Card Transaction Fees	15.65	Fireworks 21/22
10/11/2021	Let's Localise Platform Fees	237.97	Fireworks 21/22
01/12/2021	Card Transaction Fees	0.23	Xmas Wreath Evening
15/12/2021	Card Transaction Fees	0.25	Xmas Jumper Sale
30/03/2022	Card Transaction Fees	0.55	Uniform Sales
12/04/2022	Card Transaction Fees	1.16	Uniform Sales
19/04/2022	ParentPay Transaction Fees	36.90	Friday Doughnuts
19/04/2022	ParentPay Transaction Fees	4.30	Break the Rules
15/06/2022	Card Transaction Fees	0.99	Ice Cream Fridays
22/06/2022	Card Transaction Fees	4.67	Ice Cream Fridays
29/06/2022	Card Transaction Fees	0.95	Ice Cream Fridays
06/07/2022	Card Transaction Fees	0.90	Ice Cream Fridays
06/07/2022	Card Transaction Fees	11.14	Summer Fete
13/07/2022	Card Transaction Fees	1.30	Ice Cream Fridays
20/07/2022	Card Transaction Fees	1.14	Ice Cream Fridays
26/07/2022	Card Transaction Fees	1.37	Ice Cream Fridays

Business Reserve Account
1st August 2021 - 31st July 2022

Payments In

Date	Description	Amount
01/08/2021	B/Forward from Reserve Account	305.43
09/09/2021	Interest earned	0.01
06/12/2021	Interest earned	0.01
07/03/2022	Interest earned	0.01
06/06/2022	Interest earned	0.02

Total Payments In

£ 305.48

Payments Out

Date	Description	Amount
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Total Payments Out

£ -

Closing Balance

£ 305.48



Minutes

5th October 2022 @ 19.30 / Held at The White Heart - Henfield

In Attendance

Denise Maurice (Head Teacher, DM), Julie Jewell (Yr R Teacher and Head of KS1, JJ), Beckie Devlin (Chair, BD), Hannah Farmer (HF), Shaun Bigg(SB), Tamsin Gibbs (TG), Emma Oliver-Taylor (EOT), Karina Gummer (KG), Nicola Spree (NSp), Klaire Hinchcliff (KH), Deryn Fisher (DF), Georgia Nicholl (GN), Nikky Smith (NSm)

Apologies

Bebe Newson, Sally-Ann and Ella

Approval of minutes

The minutes of the last PTA were read and approved

Chair's report – Beckie Devlin

Beckie reported to the meeting that she was proud of the success of the previous year. Beckie highlighted that new events worked well (Christmas Jumpers, Krispy Kreme doughnuts and break the rules) alongside the return of events pre-covid (fireworks, summer fete and disco)

Treasury Report – Shaun Bigg

The PTA Treasurer Report for the previous year was presented by Shaun Bigg, PTA Treasurer:

First full year since covid and we have successfully implemented the use of card payments for PTA events; taking £4000 over the year, with a handling charge of £40. Moving forward, the PTA are in the process of removing the use of the cheque book and moving to obtaining a debit card to enable the PTA to finance events more effectively.

Raised £19,500 (September 2021- August 2022)

PTA spent £1000

School purchases to date £1500 (book bags, eggs and outside sound system)

Raised £1200 (September 2022 – to-date)

Lottery - £450

Smile - £75

Ebay - £215

Uniform - £222

Donations 378

Treasurer noted that the summer event was good financially, along with being a good social event, as was the school disco.

Committee

Chairs Position: Beckie Devlin has advised the PTA that her work commitments are changing. With this in mind, Beckie is proposing sharing the position of chair with Hannah Farmer

Co-Chair Position: **Hannah Farmer**

☐ *Nominated by: Beckie Devlin*

☐ *Seconded by: Karina Gummer*

APPROVED

Treasurer position: Shuan Bigg is stepping down from his position as Treasurer, however, offered to shadow the new Treasurer for ease of transition into the role.

Treasurer Position: **Nicola Spree**

☐ *Nominated by: Beckie Devlin*

☐ *Seconded by: Tamsin Gibbs*

APPROVED

Secretary Position: Tamsin Gibbs is stepping down from her position of Secretary.

Secretary Position: **Karina Gummer**

☐ *Nominated by: Beckie Devlin*

☐ *Seconded by: Tamsin Gibbs*

APPROVED

Communication Officer: Emma Oliver-Taylor is stepping down from her role of Communications Officer.

Communication Officer Position: **Hannah Farmer and Beckie Devlin**

☐ *Nominated by: Karina Gummer*

☐ *Seconded by: Tamsin Gibbs*

APPROVED

PTA Constitution

Acknowledged this is outdated and therefore required review. Derryn Fisher has started to review the current constitution against the proposed new constitution from ParentKind. Once a new constitution is agreed, it will need to be registered with the charity commission.

- ✓ Action: AGM committee members to convene a meeting to discuss and agree the constitution

Events

Fireworks:

- Agreed date: 4th November 2022
- Poster nearly finalised for publication
- Ticket sales: Via parentpay / playground / leisure centre / stokes / swains
- Ticket price: TBC, however plan for slight increase (?50p / ticket) as have remained the same for a number of years
- Keep prices of sale items at the event the same
- Increased number of tickets as no longer restricted from covid
- Alcohol licence: restricted to 500 – therefore required roped area around the bar to comply
- Requires updated robust risk assessment
- Staff required for the gate
- Security and first aiders already booked – Pagoda Security
- Possibility for a Firepit for toasting marshmallows
- Burger van booked
- Auction to win the opportunity to set off the fireworks
- Tombola
- Obtain wristbands

Christmas Cards

- Changed supplier to 'MyChildsArt'
- Shaun to drop-off cards

Christmas Jumpers

- Date: TBC
- School to collect donations

Wreath-Making

- Planned for 9th December
- NSp to explore obtaining materials

Christmas Lunch

- Date: TBC
- Volunteers required to support the event

Disco

- Proposed date: 10/02/2023
- NSm to explore available equipment

Break the rules

- Discussed different options of dates – decided does not need to be April Fools (school holidays)
- Proposed date: 18/11/2022

Krispy Kreme doughnuts

- Proposed date: 27/01/2023
- To offer Hot Chocolate alongside doughnuts

Summer Fete

- Proposed date: 08/07/2023
- To explore rubbish/recycling prior to the event

Movie Night

- To assess options/possibility, especially regarding licencing laws
- To explore offering of Hot Chocolate/Popcorn

Uniform

- Successful first uniform sale
- Need to sort uniform
- Awaiting storage room to be cleared
- Require a number of storage boxes
- Proposed date for sorting uniform: 17/10/2022

- School to collect donated uniform at the school office

Frozen Friday's

- To re-commence in the Summer

Barn Dance

- Sally-Ann Hayes has previously offered to run the event – to discuss with Sally-Ann to see if it's possible to progress

Quiz Night

- Required sourcing a Quiz Master – BD to explore

PTA Shed

- Was previously thought the shed would need to be moved and therefore require sourcing a new one. There is now no current urgency in moving the shed, therefore this is now on hold.

Quiz Night

- Required sourcing a Quiz Master – BD to explore

Wish List

Discussed the schools requirement for AV/Sound System. There is a large difference between the quote and are hard to compare at present. DM suggested the PTA discuss this with Nicola (School Business Manager)

- ✓ Action: Arrange a meeting to discuss the AV Equipment

The Amazon wish list from the Teachers needs to be created and added to Amazon and publicised to allow anyone to purchase equipment for the school

- ✓ Action: HF to organise the Amazon Wish List

AOB:

KH asked if the PTA were doing enough to support struggling families – BD proposed that the PTA offered each year group an allocation of money to support with costs, especially as DM advised that transport costs had risen substantially

Was agreed that this, combined with the uniform sales was sufficient from a PTA perspective

- ✓ PTA to discuss the offering of financial support to each year group for school trips

Next Meeting

Date: TBC

Motion to adjourn was made at 20:50 and was passed unanimously

Next Meeting

Action log:

Action	Assigned to	Due date	Outcome
Constitution: AGM committee members to convene a meeting to discuss and agree the constitution	BD/HF	Jan 2023	
Fireworks: Risk Assessment	KG	Oct 2022	
Fireworks: Publish poster	BD/HF	Early October 2022	
Fireworks: Arrange for tickets to be distributed to sales venues	BD/HF	Early October 2022	
Fireworks: Staff required for the gate – to discuss with DM and organise with volunteers	BD	Oct 2022	
Fireworks: Firepit for toasting marshmallows	BD	Early Oct 2022	
Firework: Obtain wristbands	BD	Early Oct 2022	
Christmas Cards: Shaun to drop-off cards	SB	November 2022	
Christmas Jumpers: School to collect	School	November 2022	
Wreath-making: NS to explore obtaining the materials	NS	November 2022	
Summer Fete: Explore recycling/rubbish options	AGM Committee	June 2023	
Uniform: Required sorting and storing	DF	Oct 2022	
Uniform: School to collect	School	Ongoing	
Barn Dance: BD to discuss possibility with Sally-Ann	BD	March 2023	

Quiz: BD to explore possible Quiz master	BD	March 2023	
Wish List: Arrange a meeting to discuss the AV Equipment	BD/HF/School	ASAP	
Wish List: HF to organise the Amazon Wish List	HF	ASAP	
AOB: PTA to discuss the offering of financial support to each year group for school trips	PTA Committee	Next Meeting	