

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

Opening Balance at Bank:

Current Account	8,879.78
Deposit Account	305.43

Total opening balance at Bank	<u>£ 9,185.21</u>
-------------------------------	-------------------

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	<u>£ 25,031.18</u>
----------------------------	--------------------

Cheques not cleared	225.80
---------------------	--------

£ 34,442.19

Payments

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	<u>£ 16,047.78</u>
---------------------------	--------------------

Closing Balance at Bank:	
Current Account	18,088.93
Deposit Account	305.48

Total closing balance at Bank	<u>£ 18,394.41</u>
-------------------------------	--------------------

£ 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.

1 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.

2 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.

1 August 2021 to 31 July 2022

33,910.91 *check = no*

•

Donations	Donations	eBay	Amazon	Your School	Uniform	Fireworks	Xmas	Xmas	Xmas Cards	World Book	Doughnut	Break the	May Disco	Ice Cream	Summer Fete	Other
-----------	-----------	------	--------	-------------	---------	-----------	------	------	------------	------------	----------	-----------	-----------	-----------	-------------	-------

£ 596.00	£ -	£ 4,162.22	£ 200.25	£ 288.00	£ 745.79	£ 4,704.75	£ 144.40	£ 226.27	£ 570.90	£ 11.40	£ 1,018.10	£ 627.70	£ 1,251.40	£ 1,339.08	£ 9,144.87	£ 8,879.78
----------	-----	------------	----------	----------	----------	------------	----------	----------	----------	---------	------------	----------	------------	------------	------------	------------

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													125.80		
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															0.07
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
-------------	--------------------	---------------

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	