

Shipbourne Primary School

Parent Teacher Association Registered Charity No. 1094459

COMMITTEE MEETING MINUTES

29th January 2025

- 1) **Welcome members present:** Holly Crowhurst (Chair), Terri Daters (Headteacher), Harry Right (Treasurer) Alison Brown (Secretary), Yoshi Clark, Brendon Walton, Becky Morris-Tarry, James Lown, Anri Martis, Tricia Kerwin, Victoria Harbour.
- 2) **Apologies:** Juliet Martin, Lorraine Walton, Mike Gibbon.
- 3) All present approved the meeting minutes from 19TH September 2024.
- 4) **Matters arising from the minutes:** no matters arose from the last meeting minutes.

5) **Voting in Committee Members and their roles on the committee:**

Yoshi will now be acting Co-Chair with Holly, who will be taking a break as sole Chair for the duration of 6 months. Holly's responsibilities will be paused for this duration with Terri supporting Yoshi in her new role.

Tricia Kerwin and Victoria Harbour were voted in as new committee members.

All previous committee members were voted in with the exception of Richard Kostyrka. These members are Harry Wright as Treasurer, Alison Brown as Secretary, Holly Crowhurst and Yoshi Clark as co-chairs and the following as ordinary committee members: Terri Daters, Becky Morris-Tarry, James Lown, Anri Martis, Brendon Walton, Lorraine Walton, Mike Gibbon, and Juliet Martin.

- 6) **Chair's Report for 2024:** Retiring chair Holly summarised the year's events, with key successes being the fireworks night with extra funds raised with a stall at the Round Table event. School socials have become a fixture in the school calendar and have proved successful at bringing the school community together on a regular basis, and helping new families feel part of the Shipbourne 'family'.

The children have benefitted directly from the money raised by the PTA with interactive whiteboards, school trips to the pantomime, Godstone farm, coach hire and new ipads. The time and effort put into the PTA by the parents was noted by Terri, along with the inspiration and appreciation it brings the children.

Holly is planning to return as main Chair in July to begin organising the annual Fireworks event. She has requested that all PTA members read their role descriptions and support the Chair as needed going forward. Holly will try to delegate tasks more and committee members need to offer more support, allowing Holly time to fulfil wider duties besides event planning in her role as Chair.

Please see attached Chair's Report for full report.

7) Treasurer's Report for the year ending 31/07/2024

The PTA's total opening position on 1st August 2024 was **£13409**

November's Fireworks event raised **£11260**

Donations of **£60** were received

The second-hand uniform sale raised **£14**

This brings the total fundraising made since August to **£11334**

Therefore, the total funds currently in the PTA account stand at **£23710**

Expenditure;

Parentkind membership **£115**

Miscellaneous expenses **£319**

School equipment **£642** consisting of the dressing up trolley and Ikea units

Please see the Treasurers Report for full details.

8) PTA Bank account update

Santander require a list of all the current members of the PTA Committee. Harry handed the forms from Santander to all present members to be completed so that the bank account switch over can be made.

Harry doesn't have access to the Charity Commissions website account, our constitution and committee members needs to be updated.

Nick Brown (Former Treasurer) is still down as trustee on Charity Commissions account. Nick needs to be contacted about this. Harry or Alison to contact Nick in regard to this.

9) Future spending

The committee discussed planning of what to spend the PTA funds on. Playground development was discussed. Terri would like to keep building up the PTA funds to enable the PTA to pay for a new climbing frame in the playground.

Anri looked into the development of this pre covid. Anri to look into which company she contacted with the possibility of organising them to visit and produce a design and quote for works.

This is a long-term project which will potentially require £25-£30 000

Funding and grants for this should be explored. James, Yoshi and Alison will take on the initial research for this.

Harry to look into match funding with Salesforce for this project.

10) Special Business

Events for this academic Year:

Terri has booked a Moji entertainer for the Easter Disco.

The Summer fete date is set for **14th June**

The school Fireworks event will be **Saturday 8th November**

The September school social prospective date is **14th September.**