

**Date Friday 6th January 2023**

**Purpose: Scheduled half termly PA Meeting**

**Meeting Venue: St Michael's Boarding House, Kettering Road, Stamford**

### **Attendance**

Iryna Jordan – Chair  
Liz Thompson– Secretary  
Alice Barker – Events Manager  
Mrs Buttress – Deputy Head Academic  
Amanda Trolley  
Anna Davies  
Josie Player  
Milly Smith  
Susie Sumner  
Fleur Disley  
Kate Symonds  
Lucy Clarke  
Amy Metcalfe  
Leanne Ball

### **Apologies**

Mr O'Reilly – Headmaster  
Mrs Hughes – Deputy Head Pastoral  
Jessica O'Reilly  
Mandy Ingram  
Toby Cole  
Mehi Davies  
Angela Holland  
Helen Cole  
Kate Peach  
Lyndsey Whittaker  
Francesca Alexander

## **2. Update on Charity Commission**

Lucy Clarke provided an update via Iryna, Chair. Following a slight delay over Christmas, we are a few days away from registering as an unincorporated organisation. Iryna confirmed that we are using the Parent Kind organisation documents to make the process simpler. Toby Cole, Treasurer will be reviewing and putting in place stricter policies re finances / expenses and Alice will resign as Vice Chair / Lucy resign as Co- Secretary.

The legal Trustees of the PTFA is Iryna Jordan / Mr O'Reilly/ Toby Cole and Liz Thompson.

Iryna thanked Lucy Clarke for all her hard work in registering us as an unincorporated organisation and again reiterated that after taking over as Chair it became obvious that we were raising a lot of money with no framework in place

and working with the school we decided that this was the safest and most efficient way to proceed.

### **3. Accounts**

Iryna on behalf of Toby Cole, gave an update on our financial position. In the account to date the balance stands at £18,000 and does include the money for Year 6 leavers fund. Without the balance is £15,000.

Iryna confirmed that all funds are to be spent on the children (but do need a certain amount in order to pay for future events e.g. fireworks).

The Plan on spending - £3000 – literacy event and other requests coming in. Iryna confirmed that the financial year is from April to April.

There are two forms

- A fund request form ticks whether you are a parent
- A fund request form from school
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After a discussion it was clear that the feedback from the parents is that they like to see how the money is being spent on their children

- E.g. Halloween was a fund raising for literature

Iryna confirmed that the funds in the account when we took over are our buffer.

The Christmas Fair was extremely successful – this was just a small fund raiser but was so successful we now do not need to hold a further fundraiser for the next event.

Alice confirmed that we used the left-over popcorn and chocolate in the last week of term to give the children when they had their movie afternoon.

### **4. Updates from Junior School**

Mrs Buttress and Mr O'Reilly would be keen for the Nursery to be brought in and included more in the PTFA. Everyone agreed that this was a good idea and Alice and Iryna said that we would contact Nikki and advertise the PTFA via the What's App group, as well as a poster on the door and this would be sent to just Nursery.

### **5. Organise Dates for the diary**

This half term is short and only event is the second PA Pub Quiz, which people indicated would again be popular. There are a number of events in the next half term.

In the second half of the term -

#### **a) Big Book Swap / World Book Day – 2<sup>nd</sup> March 2023 charity event**

- Thursday 2<sup>nd</sup> March World Book Day – we are going to celebrate on the day this year and we are going to do the Big Book Swap in the PA event.

Claire Short – ask the children to bring in up to 5 but the children get 3 tokens – you can bring in any books and then the team sort the books into an age appropriate category.

- Each form came in and went to the table appropriate for them, picked the books and then the children sat and loved looking at them and swapping books.
- If you can come please dress up and volunteers are welcome to have lunch in the hall with the kids.

### **b) Red Nose Day – Friday 17<sup>th</sup> March – charity event**

Alice suggested a Formal joke competition – 50 p per submitted joke and it will be judged by the form captains and school council. There will then be a final round when Mr O'Reilly will read out the “ultimate joke”.

### **c) Easter Egg Hunt – Friday 31<sup>st</sup> March**

Alice confirmed that last year they bought 400 Easter Eggs for the children and each class had 15 minutes Easter Egg hunt. Nursery were included.

A really lovely Event – Anyone who volunteers is also invited to lunch again at school.

### **d) Food Bank Drive**

Date to be confirmed but will be around Easter – we want to add in a Charity element and further details will be confirmed.

e) **Ukraine** – Clothes drive date to be confirmed and linked to the big school

f) **Mrs Lightowler is looking to really get a link to another school – Pair with another school.** Stamford Rotarians – they could come into school and do an assembly and we understand / Salvation Army are also a good / David and Kate Arms / St George's Church

Susie Sumner – would be happy to be a PTFA Charity Liaison Coordinator. Everyone agreed that this would be a really great role for the PTFA to have and thanked Susie for volunteering.

Toby – wanted to know if a % of our accounts could go to charity – decided that was not the best way forward and instead we should Organise an event for a specific charity.

The decision was we are working with the school for charity as a PTFA.

## **6. Funding Requests**

- £18,000 after 2.8k allocated for Yr. 6 leavers
- £300 for second statue for Poppy Appeal
- £400 Easter Eggs
- £1500 for Literacy Event – when Authors came into the school. Would the authors offer a book / we buy a book? A number of questions arose about this event and some asked if the parents could come in and buy a book? Alternatively, would it be possible the week before the event could we buy the books for the children or for the school so they know the books beforehand? Alice agreed to cost different options.
- Fireworks – deposit £1300 now £5000 in total – are we happy to do another – yes
- Another suggestion –  
Every teacher has £500 – we are not apportioning money per school
- School Playground  
Following on from some confusion over the issues of the school playground donation it was agreed that if the PTFA does give the school money it will be clearly stipulated when donated what it should be used for.
- Balance Bikes – for breaktime / going to do an Amnesty / KS1
- Litter Picking Kit – Mrs Lewis will put in a further funding request to see if Reception can use them.
- Buy Games Equipment in the Christmas Fair.

## **8. Any other business**

In order to cut down waste and cost Alice suggested that the PA rep should contact the Year Group and offer the donated costumes in the shed before an event – e.g. Egyptian day / Victorian day.

Regarding buying Uniform it was confirmed that the shed is locked, but it is a facility to support for the Parent's. If anyone has a parent who wants to buy stuff / bank transfer / I zettle in the shed. Iryna and Alice just asked to please keep it nice a tidy.

## **9. Next Meeting –**

- **Friday 24th February 2023 at 8.30am in St Michael's Boarding House**

