

Shipbourne Primary School

Parent Teacher Association Registered Charity No. 1094459

COMMITTEE MEETING MINUTES

19TH September 2024

- 1) Welcome members present:** Holly Crowhurst (Chair), Terri Daters (Headteacher), Nick Brown (Former Treasurer), Alison Brown (Secretary), Yoshi Clark, Brendon Walton, Mike Gibbon, Becky Morris-Tarry, James Lown, Mike Hilder
- 2) Apologies:** Juliet Martin, Lorraine Walton, Harry Right, Anri Martis, Richard Kostyrka.
- 3)** All present approved the AGM meeting minutes from 22nd May 2024.
- 4)** No matters arising.
- 5)** Nick shared his latest report outlining the PTA position.

Since the last meeting the PTA has raised just over £1800, £1644 pounds of which was raised from the Summer Fete. Since the last meeting on 22nd May the PTA has paid for the school laptop lockers, picnic benches, yoto players, ipads and interactive whiteboards as agreed at that meeting.

We have since agreed to commit to a new gazebo, paid £500 towards a Hams travel coach for the end of year school trip, and contributed towards the end of year activities at the school. Figures for these can be found in Nicks financial report.

This leaves the school PTA with funds of £13 400 available. Nick suggests waiting until November after the fireworks events before committing to any expenditures over £5000.

Nick requests permission to submit our current financial report to the Charities Commission on Saturday 21st September after running through it with the new Treasurer Harry Right.

All present were happy to sign of Nicks report. Harry to take control of the account from the 21st September.

The PTA will continue to use the Post Office to deposit and withdraw funds as switching to Santander wasn't possible.

Square will be used as a cash free payment method from now on instead of Sum-up.

James Lown was proposed as a committee member by Yoshi which was seconded by Holly.

6) Head teachers wish list update:

Mrs Harvey has a wish list for the cabin library;

Library pack of books @ £172.79

Library pack @ £159.49

Level 3 book pack @ £156.29

Early years pack @ £83.49

Picture books @ £85.59

Diversity picture books @ £73.99

Poetry books KS2 @ £144.99

Poetry books KS1 @ £121.99

Indoor/outdoor rug @ £123.50

Outdoor cushions set of 4 @ £109.99

This totals £1232.11

Mrs Holmes in Tinley class has requested the following spends approval;

Wooden clothes rail @ £380

Mrs Atkinson has requested the following spends approval;

Art supplies for Fairlawne class @ £200

Mrs Daters has requested the following spends approval;

Supplies to turn a small room near the staff room into a sensory room, requiring the following;

Metal shed to house what is currently stored in the future SEN room @ £300 plus some budget to purchase paint, rugs, beanbags, fairy lights etc.

This all totals £2112.11 plus X amount to fit out the new sensory room.

All present approved these purchases.

7) Fireworks planning

The TEN event notice has been approved by KCC.

The event medics are booked in.

Holly has spoken with the new Estate Manager at Fairlawne who is on board with our fireworks event. He is to drop the key to the event field gate to Holly by next week.

Rich Kosteryka to organise a pallet delivery. Rich Clarks tipper truck to be used to get the pallets into the field. Shipbourne neighbour Richard Olley to be contacted with regards to helping with his trailer.

Holly to organise putting the fireworks banners up by the end of next week.

Brendon or Yoshi to organise printing new numbers for the banner date.

Posters to be printed by next weekend. Possibly order A3 ones for easy visibility. 100 A4 posters also needed to distribute and put at The Chaser bar.

Brendon to have a new banner printed for the fireworks bar area. Holly to let him know what she needs ASAP. A banner for the light toys stall also needs to be ordered.

It was decided to keep entry prices the same as last year, but to review food and drinks prices once the costing has been worked out. James Lown has requested to make hot food a round £5 as it was tricky with 50p's last year.

The possibility of offering a double cheeseburger option this year was discussed and will be decided at the next meeting.

Peroni beer sold out last year so possibly order more this year.

Alison to order fireworks tickets to sell at The Chaser- Holly to send details.

Skip man Jeff King to be contacted and dates discussed- possibly drop off on the Friday 15th and collected ideally Tuesday 19th/Wednesday 20th. Holly to check with Dan Simmonds if Fairlawne need the skip collected quickly or not.

The bonfire build is scheduled to start 2 weeks prior to the event. Last year we had around 250 pallets, mostly provided by Parkers. This seemed a good amount. Last year was a big problem in terms of getting the bonfire lit as it was so wet. It was advised not to put haybales in it this year. More discussion needed as to how to tackle this problem.

Holly to check with Rich if we can have the Lions Club gazebos.

Those with food hygiene certificates need to check that they are in date still. We need to confirm bread, sausage and burger numbers- 50 more than last year was suggested as we had none left to feed the firework crew.

Mrs Harvey to be asked if her husband will help on the BBQ this year.
Chris/Dan/Rich on money?
Face paints- 2 extra helpers on this would be beneficial.

8) Brendon power update

Brendon has costed the generator hire at £220 (£650 total cost divided between the 3 events it is being used for)
£30 for additional cables
Fuel for the generator X
Lighting- £60 plus £50 for the lighting cables = £110 hire cost
Excess fee £50-£100
£22.50 for starter coal for the BBQ
Toilet hire £100 +
Toilet transport £40
2 X misc. £60
Transformers £20
Other £40
Total estimated at around £742.50

These spends were given the approval of the committee.

3 or 4 more rolls of orange fencing need to be purchased this year plus 50 or 60 more metal stakes.

Marquees are to be set up in the field on Friday 8th November.

A volunteer is needed to talk to Bob at the church re borrowing tables.

Holly to check with Rich if we can have the Lions Club gazebos and tables.

James Lown to visit Haywards to haggle the meat prices.

Alison and Yoshi to go to Bookers to purchase bread etc, the week prior to the event.

Mrs Atkinson and Mrs Welsh to be asked if they will work on the bar this year.

Becky and Hollys mum to work on the flashing lights stall.

9) Next meeting date: Tuesday 15th October

10) Subsequent meeting date: Tuesday 5th November