

**MINSTER SCHOOL PARENT TEACHERS' ASSOCIATION
COMMITTEE AND VOLUNTEER MEETING Monday 25th March 2024 MINUTES**

Date & Time: Monday 25th March 2024
Location: The Hearty Goodfellow
Present: Angela Zannetou (AZ), Sophie Womack (SW), Naomi Clarke (NC), Jo Harbord (JH),
 Becky Linklater (BL), Chris Bevans (CB), Pirie Scott, (PS)
Apologies: Justine Connolly (JC), Sarah Harness (SH), Sarah Angell (SA), Stacey Jillings (SJ), Beth Green (BG), Katherine Drake (KD), Marion O (MO).

MINUTES	ACTION Rqd																						
<p><u>Resignations</u> Current Chair and Treasurers were thanked for their time and we discussed who would be happy to take over their roles. The role of 'chair' can be shared every meeting, however, the role of treasurer is more difficult to fill. No one present felt able to take over the role due to other commitments. BL agreed to stay in the role till the end of the year, taking a step back, but will continue to send financial reports to meetings and also to upload the end of year financial reports.</p>	<p>All to ask around if anyone would be willing BL to upload end of year report</p>																						
<p><u>Finance Update: from BL</u></p> <p>Bank accounts £17,423.90</p> <p>Amounts Made Profit from Events:</p> <table style="margin-left: 20px;"> <tr><td>Easter Concert</td><td>£290.41</td></tr> <tr><td>50/50</td><td>£803.87</td></tr> <tr><td>Stock in hand</td><td>£284.77</td></tr> <tr><td>Cash float</td><td>£193.50</td></tr> </table> <p>Bids for funding – approved at last meeting</p> <table style="margin-left: 20px;"> <tr><td>Tree project – Inclusion Officer</td><td>£500 – awaiting payment</td></tr> <tr><td>Wicked bus</td><td>£995.00 – Paid 25/3/24</td></tr> <tr><td>SEN Department</td><td>£354.71 – awaiting payment</td></tr> <tr><td>TOTAL</td><td>£1,849.71</td></tr> </table> <p>Outstanding – approved to be paid: £853.71</p> <p>Bids for Funding - To be Approved</p> <table style="margin-left: 20px;"> <tr><td>GCSE POD</td><td>£4,500.00</td></tr> <tr><td>Science Trolley</td><td>£1,060.48</td></tr> <tr><td></td><td>£5,560.48</td></tr> </table> <p>If all approved £6,415.19</p> <p>Leave £12,056.92</p>	Easter Concert	£290.41	50/50	£803.87	Stock in hand	£284.77	Cash float	£193.50	Tree project – Inclusion Officer	£500 – awaiting payment	Wicked bus	£995.00 – Paid 25/3/24	SEN Department	£354.71 – awaiting payment	TOTAL	£1,849.71	GCSE POD	£4,500.00	Science Trolley	£1,060.48		£5,560.48	
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<p>Bids for Funding: AG shared the outcome of our suggestions from the previous meeting. The lockers are</p>																							

<p>deemed to be adequate, and it is user error, so no need for the PTA to finance new lockers.</p> <p>The toilets are to be completely refurbished, so mirrors will be included, therefore no need for the PTA to finance new mirrors.</p> <p>Agreed that the questions on the form need to be clearer to gather more information to help us make more informed decisions on future bids.</p> <p>The previous 3 bids were agreed. The bus has been paid and AZ will pay for the tree project and SEN department bids.</p> <p>The following bids were put forward from school (teachers / departments and SLT):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Science Department – Electricity equipment trolley - £1,060.48 – discussed and agreed. <input type="checkbox"/> English Department - GCSE Pod - £4,056. - further info needed – how long is subscription, what other departments use it. <input type="checkbox"/> Careers website - £7,640 – further info needed. how long is subscription. <input type="checkbox"/> Refurb of dinning room benches - £1250 per bench and table set. AZ shared how the ones already bought and trialled had improved the dining experience. We thought it seemed expensive - could the PTA buy them directly to save on cost? <input type="checkbox"/> DT lazer cutter – no price given! – further info needed. <input type="checkbox"/> Football divider nets - £1,600 – further info needed – where and why? <input type="checkbox"/> Storage shed for JD department - £1000. Not agreed. We felt the JD department had benefited from the PTA recently. <input type="checkbox"/> Stackable chairs and trolley for recital hall – further info needed – cost. 	<p>AZ to ask for clarification of bids before we can agree.</p>
<p><u>The role of the PTA</u></p> <p>The 4 main aims of the PTA are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> to fundraise <input type="checkbox"/> spend <input type="checkbox"/> community <input type="checkbox"/> support the arts at School 	
<p><u>Stock</u></p> <p>We have a rough estimate of the stock we have available. Concern was raised as to if anyone was accessing the cupboard and taking stock without permission. We agreed this could be confirmed and more closely monitored when SW has completed a stock take.</p>	<p>SW to do a stock take before next meeting</p>
<p><u>Emails</u></p> <p>AZ update – the PTA cannot access the emails as we don't work for the school. This causes some problems as we cannot access the previous emails and information shared about previous events such as the Xmas Fayre. AZ will ask for all PTA emails to be forwarded to her email address. A possible way round this is for us to set up our own gmail PTA address separate to school. This could help for the future of the PTA, communication etc. (Previous communications in PTA were carried out through email not whatsapp). To be discussed further at next meeting.</p>	<p>AZ speak to IT to redirect emails</p>
<p><u>DBS</u></p> <p>Not yet completed for MSPTA members.</p> <p>Check who would like to have DBS check for The Minster school. Clarify with Dawn if</p>	<p>NC to contact Dawn</p>

<p>'green lanyards' - Notts CC DBS's sufficient for Minster at anytime.</p>	<p>Lawrence at school</p>
<p>50/50 Draw The 50/50 draw was drawn. BL wrote cheques for 1st, 2nd and 3rd place winners. M Tornewill £200.98 G Stowe £100.48 I Esau £100.48 We were impressed with the funds raised in a relatively short amount of time. Some parents are happy to support the school and donate to the PTA in this manner. Another 50/50 draw will be set up after Easter for the remaining term.</p>	<p>AZ to post cheques and email results AZ set up another 50/50 draw</p>
<p>Future Events It was decided to put the planning of future events on hold at the moment and focus on spending.</p>	
<p>Date & time of next meeting: The Hearty Goodfellow – Monday 29th April 7pm</p>	<p>All welcome!</p>