



CHARITY NUMBER 1168149

Minutes of meeting held 7.30pm - The Ongar Academy - 25.04.19

Present: Lisa Stahl (Chair), Lynne Cherry (Vice Chair), Sue Rock (Treasurer), Susi Deller (Secretary), Emma Ruffles (Deputy Head/Liaison), Tricia Luetchford(TL2) (Member without office)

Apologies: Tracy Lowe, Nicola Ilett

(The minutes of the previous meeting were agreed)

Matters arising: LC confirmed we have now received a bank statement and next one due 31st April. We need to try to ensure to bank something each month so that regular activity generates regular statements. ER asked about a BACS transfer of funds to pay the Accelerated Reader (AR) invoice and LS explained because it is a charity account which requires dual signatories we do not have online facilities and can only make payments via physical cheque. It was confirmed this is to be sent to Paul Wood at the Bridge Academy Trust. ER reported there are a number of issues which she is currently resolving in terms of access to financial information at school end and that this will become simpler in the future.

PTA Account: Summary - started the financial year with £7956.21, income has been £992.59 and expenses £319.45 giving a profit of £673.14. After the £2108.00 payment for AR, there is a balance of £6521.35

Wish List: The following items have been ordered and/or received; netballs, light boxes, video camera; books to support the Accelerated Reader software. The larger items; giant games, table tennis and outdoor seating have not yet been ordered but ER has pledged to have them at least ordered by the next meeting, as they need to be in situ for the warmer weather. LS has suggested asking for pupil testimonials of using the Accelerated Reader software which might be more informative for parents than just photos.

NB. remaining confusion about what the original £2,000 cheque (from previous PTA committee) has been spent on, need to establish if it can be re-allocated to AR or if it has

been spent and a further £2000 needs to be gifted. ER has undertaken to attempt to find out what it was used for, current committee has accepted that receipts etc may now not be available but need to provide parents with some information about how all raised funds are spent.

ER has devised and proposed and LS amended, a PTA Purchase Request form for any future wish list items which any member of staff may want to have considered. The implementation of this has been agreed by the committee. (Hard copy available to view on request)

Events summary: **Bags2school** – raised £188 and went smoothly. TL is hoping to match fund this amount. TL(2) suggested if this is to be repeated that we open the donations to the wider community, perhaps even offering to do a car collection for those unable to transport to school. LS suggested investigating other providers of textile recycling as they offer higher £'s per weight.

Zinc Quiz - raised £234.50 as previously minuted. TL hoping to match fund this amount.

Easter Egg Raffle – raised £115.12. This was a slightly disappointing amount as it was a whole school event - ER made the point that it was quite minimal effort for the money but committee pointed out that it was us that supplied the majority of the donated eggs and then it was our children who were the ones buying tickets to win the eggs we had donated! It was discussed whether we could think of a different Easter event which might be more popular – school council to be invited to contribute ideas. Possibility of one raffle a term – Easter, Summer and Xmas. TL(2) suggested that some parents felt the tickets were a bit pricey.

Cinema reward event - awaiting a final figure on this. Refreshment sales were lower than expected, again given it was a whole school event and some monies are still tied up in stock not yet sold. However, there was a lot of competition for the pupil's spending money as canteen was open at break time, there was a scout jamboree cake/sweets/chocolate fundraising stall and Mr Talbot's bikeathon had snacks for sale. TL(2) felt that it was very well received by the pupils and Sharon Walker/Becky Hunter who did the majority of the preparation etc fed back that they really enjoyed doing it. It has been suggested to consider an open air film event in the summer.

Future events:

Bingo Night 26th June – discussed how best to maximise fundraising opportunities ie raffle only, take pre-bookings etc. Ultimately decided to just promote the 30 places we are given an early bird on. Also discussed if we would want to run our own Bingo Night – initial concerns would be; direct competition with Zinc, limited fundraising opportunities due to alcohol ban.

'Welcome BBQ' - primarily aimed at new Yr 7 intake, provisional date of 12th Sept to be confirmed by ER in school diary. Suggestions of BBQ, fair ground rides, inflatables ????? This event will require a separate planning meeting if we go ahead, possibly to include the extended 'helpers' group.

Ongar Town Festival - 5th May. PTA to run bottle tombola – message to parents, asking for donations into school by Thurs 2nd leaving time for supplementing, if numbers are low. Tickets £1 for strip. SD to message helpers group asking for support and organise rota accordingly. SD to approach Dr Walker's Primary to borrow their Sack Throw board. LC to ask Jaime Bonner if she is able to make 2 chocolate bouquet prizes for under and over 11's (SD to purchase and make if she is unable). ER bringing examples of work, uniform mannequins and OA recoil. LS, TL and SD to be there all day. SR from 1.30/2pm onwards. TL(2) 9.30am-11am. TL(2) volunteered to fold up all raffle tickets.

Other ideas for future discussion – Poker Night, Race Night .

AOB – Yr 8 Parents Eve Thurs 2nd May SD to message and coordinate helpers rota (4.30pm-8pm) LS to ticket all donations received so far.

We need to produce a PTA Information Pack to hand out on Yr 6 Parents Information Eve (beware Bingo Night clash). LC to arrange Stikins leaflets and embroidery of PE kits. Also links/ID's for Facebook group/Twitter/Uniform page. Brief intro from Chair. What else???? Also suggested we include an RSVP invite card to the Sept welcome event so skeleton details of this need to be in place before 26th June.

We reviewed the Wish List request form drafted by ER for teachers/departments to use when requesting funds from PTA. Amendments were made and agreed to meet out constitutional obligation to vote on all items requested and ensure they meet our criteria to serve the widest cohort of pupils.

SD to type up lost property list for inclusion in next Parent Bulletin, mail to ER.

Date of next meeting: Thurs 23rd May 7.30pm The Cock Tavern

Meeting closed 9.10pm

NB

A mini meet was held on Mon 29th April at The Cock Tavern to finalise details for Ongar Festival. Tasks were allocated, floats arranged, clothes rails ordered to display uniform. LS, TC and SD to meet ER at school at 8am to collect everything from the store.