

Midhurst C of E Primary School  
PTA meeting

Date: 11<sup>th</sup> January 2024

Time – 15.30 – 17.05

Meeting called to order by Sophia Santon

## In Attendance

Sophia Santon, Fiona Melville-Bellwood, Hayley Abram's, Sharon Storey-Apps, Samatha Tilley, Julie Hurrion, Jess Channon, Rebecca Clark.

## Apologies

Georgie Brazier, Malisa Haywood, Jenny Sturgess, Becky Simpson, Michelle Peacock, Rebecca Oliver, Kirsty Jones, Sian Friel.

## Matters Arising

- SS started the meeting with a request from Chartwells. They have requested in future that we do not touch or use the back part of the kitchen area or their equipment. They complained the kitchen was left in a mess following winter fun day.

It was suggested that guidelines be printed as several members of the PTA were unaware what area or equipment can be touched.

JH suggested maybe a barrier in future for events so no confusion.

SS to make and print guidelines for future events.

- The PTA shed was sorted following the last PTA meeting (16/11/24) by MP and KJ, the shed has not been checked since winter fun day and the Christmas decorations taken down.

FMB will check shed and report back

- The Charity Commissioners report was discussed. It is now over 160 days late. SS is aware and has discussed with JS and MJ.

JS to report to SS over any ongoing issues with this.

- FMB mentioned about the class funds that were spoken about at the AGM (02.10.23). A final figure still not decided on. Has been suggested a total of £100 per class (£700 needed) or a total per head per class. JS has asked that when a decision is made can we be weary of needing to keep some PTA funds as a buffer for yearly items that need to be covered in the future.

PTA to put to a vote at a future meeting

- BC asked what the buffer was needed for. The items mentioned – Easter Egg hunt, The leavers hoodies, Insurance, Membership, Spring theatre group. Suggestion made to find out the actual cost involved with these and then work out the budget for the class funds.

- Cake sale is to start again. Every other Friday, starting the 19<sup>th</sup> January. Raffle tickets to be sold at 50p on a Wednesday and Thursday afternoon. Suggestion made to see if Oak class can help with selling.  
RC mentioned about a new sign, as some parents not sure what is happening at the gate.  
FMB suggested maybe speaking to a parent of a Hazel class student to make a new freestanding sign. (Has now spoken to Ben and he is happy to make one)

RC to organise raffle ticket sellers

HA to organise

JS to organise float for this

HA to design poster for Facebook and Friday Flyer

- Midhurst monthly market and Summer Street Party stall was discussed. Was decided on a couple of volunteers needed each month. A cake stall or lucky drip stall was suggested. Will see how much interest there is in volunteering and how it goes over a couple of months to see if there is enough interest.
- 9<sup>th</sup> February 2024 - suggested date for the sponsored fun run, the theme will be 'run for someone you love' the children are allowed to wear valentine-coloured clothes.

School to print sponsor forms and send home

Emily Alden to lay out track, SS to ask?

- World Book Day, 7<sup>th</sup> March 2024. SS mentioned Willy Wonka Bars, they have been a hit at other schools. Suggested following permission we look at the cost of printing the wrappers. This fundraiser is TBC

SS to speak to school

HA to design the wrapper

- A raffle prize dedicated person was discussed as there was confusion over who was collecting raffle prizes last year. The collection needs to be started ASAP as several companies require notice to donate. An official email and spreadsheet to be used to keep track of this

Any PTA volunteers?

- Summer fayre Amnesty - A suggestion made to donate now to school any unwanted drink bottles, toys and soft toys. The dates for this is 15-26<sup>th</sup> January 2024

HA to design poster for Facebook and Friday Flyer

- Cinema/Movie Night – Potential dates 26<sup>th</sup> April/3<sup>rd</sup> May. Date to be discussed with school.

TBC as SS to discuss with school about dates and licence needed.

- Easter hunt eggs needed for 25<sup>th</sup> March.

SS to purchase

- Disco – A date to be discussed and confirmed, This one will be the current Oaks Class last one.
- Summer fair – 5<sup>th</sup> July TBC still as last year we clashed with the uniform ordering day for Midhurst Rother College. This meant a lot of parents and students unable to offer any or full support.

SS to contact MRC for this years date.

- Following a conversation about event organisation it was decided to produce a volunteers list for every event ongoing. This will detail who volunteered and for what role. This will hopefully stop any confusion moving on. Jobs will be delegated for the volunteers using an organisation system.

SS and FMB to sort for future events

## **Chairman's report**

The chair reported that she is still unaware of what was raised in the last fundraising efforts. This includes Winter fun day, Textile collections and the Christmas Card orders.

The minutes from the last PTA Meeting 16<sup>th</sup> November 2023, were approved and signed and will now be released.

## **Treasurers Report**

Unfortunately, the treasurer was unable to make it to this meeting. There was no report to give

## **Next Meeting**

Tuesday 19<sup>th</sup> March at 15.30 in the Quad, This is a trial to see if more parents can make the meeting.

ST suggested maybe Teams meetings is worth a trial.