

# Totternhoe CE Academy Parents Association

## Meeting Minutes

<b>Date and Time</b>	26/02/2020
<b>Chaired</b>	Susie BB
<b>Attendees:</b>	Mrs Mitchelmore, Miss Jesson, Mrs O'Neill, Lucy Brown, Andy Knox, Susie Boiteux-Buchanan, Bryanne Swain, Becky McGlone, Lindsey Peacock-Neill, Caroline O'Connor, Alexa Robson, Christine Burke, Sarah Lewis
<b>Apologies</b>	Laura Tunstall, Lori Lewis, Lizzie Arenas- Tingay, Francesca Gagliardi, Gemma Joslyn-Walker, Tessa Knox, Vicky Miller, Natalie Barford, Petra Cook; Teresa Pritchard
<b>Notetaker</b>	Lindsey Peacock-Neill

### Agenda:

1. **Treasurer Report and Feedback on past events**
2. **Future/ Planned Events**
3. **Requests for Funding**
4. **New Diary Dates**
5. **Comments/ Suggestions**

**All Action points/responsibilities are in red**

**Apologies for the late minutes from last meeting (16/01/2020) Susie to send Asap**

1. **Treasurer Report (Andy Knox): Please see full report attached**

- **Film Night:** Profit £266.80. Mrs Mitchelmore to allocate. Split of age groups was a success. 100% online booking.
- **Funds available** £7,276.86

2. **Planned Events**

a. **Mother's Day Gift Stall: Tuesday 17<sup>th</sup>/ Wednesday 18<sup>th</sup> March lunchtimes**

- i. **Lindsey Peacock-Neill: Overall Lead**
- ii. **Lindsey to order flowers from Kate Heady (Cottage Garden)**
- iii. **Lead on both Days: Laura Tunstall** Other helpers Becky, Bryanne? Alexa (Tuesday) and Becky, Caroline, Susie (Wednesday)
- iv. **Lindsey to send Letter to Natalie**
- v. **Natalie to send out letters and set up Parent Pay**
- vi. **Mrs Mitchelmore to save fruit boxes for transportation**
- vii. **Lindsey to organise helpers for collection/wrapping**
- viii. Cellophane and Ribbon left over from last year. Stored in PA cupboard and Petra has some also.
- ix. Flowers to be stored outside, undercover by sheds in Cherry playground.

- b. **Pamper Night: 20<sup>th</sup> March 7-10pm**
- i. **Lead: Susie BB**
  - ii. Mrs Mitchelmore to lock up at end of event
  - iii. Susie, Alexa – first aiders
  - iv. Set up from 5.30pm
  - v. **Event poster to be made – Caroline’s husband**
  - vi. **Alexa and Lizzie to finalise therapists for event**
  - vii. **Refreshment Lead: Lucy and Lori.** Serving gin, prosecco, hot chocolate, peppermint tea, cakes.
  - viii. **Lucy to organise refreshment supplies**
  - ix. **Becky to organise Alcohol licence (for Quiz night also)**
  - x. Other helpers: Sarah, Lindsey – volunteers required, please come along and support the event with friends and family
- c. **Netball Festival: Saturday 28<sup>th</sup> March (CANCELLED)**
- i. **Miss Jesson confirmed after the meeting that this has unfortunately been cancelled.** All schools contacted so far are unable to participate.
  - ii. Possible alternative: Netball Morning with Nicky Ward – **Miss Jesson to enquire**
- d. **Family Quiz Night: Friday 1<sup>st</sup> May 6-8pm**
- i. **Lead: Susie BB**
  - ii. **Caroline husband to make poster**
  - iii. **Becky to get quotes from external vendors, such as Fish & Chip van, Pizza**
  - iv. Other suggestion for food PA to do jacket potatoes with beans, cheese, tuna mayo, veggie chilli, hot dogs for the kids
  - v. **1<sup>st</sup> prize and wooden spoon to be organised : TBC**
- e. **Money Tree : Christine to update with current figures, it will also be move into the reception area so it is more visible**
- f. **Edlesborough Carnival Float: Saturday 4<sup>th</sup> July**
- i. Theme this year is Heroes
  - ii. **Susie to ask Parent Community if a team can be put together.**
- g. **Summer Fair: Saturday 13<sup>th</sup> June 11-2pm**
- i. There will be no parking at the Church as there is a wedding taking place at the same time.
  - ii. **Ask Cricket Club for parking permission and raffle prize (fireworks entry) – Lucy?**
  - iii. **Susie to hire bouncy castle and contact external stall holders**
  - iv. **Refreshments: Lori, Becky, Lucy. Dave may be able to do BBQ – tbc**

- h. **Sports Day: Wednesday 1<sup>st</sup> July am**
  - i. PA to provide refreshments and ice lollies – **Volunteers TBC**
- i. **Prospective Parents Evening: Date TBC – Mrs Mitchelmore**
- j. **End of Term Disco: Wednesday 1<sup>st</sup> July**
  - i. 5.30- 6.30pm R & KS1
  - ii. 6.30 – 8pm KS2
  - iii. Same magician to be used as Halloween disco – **Volunteers TBC**

### 3. **Request for funding:**

- a. Mrs O'Neill: 9 Post Protectors for Cherry/Holly Playground **£400.00**:  
Voted: **To be put to committee members via email**
- b. Mrs Mitchelmore: Cornerstone Curriculum Planner **£2000.00**  
Voted: **To be put to committee members via email, once Mrs M has forwarded information on when subscription would start.**
- c. Mrs Mitchelmore: Music contribution for approx. 33 hours tuition for Years 1-6 for Year 2020/21 **£400.00**  
Voted Yes: **To be put to committee members via email**

### 4. **Further Dates for your Diaries:**

- a. Next PA Meeting: Thursday 23<sup>rd</sup> April, 7pm

### 5. **Additional Comments**

- a. Mrs O'Neill is looking for a new thin, portable table to replace existing Prayer table.
- b. Mrs Mitchelmore informed us that the Governor's Trust Fund has provided various equipment for the Rainbow room to be transformed to an additional classroom.
- c. Parents can contact Kidz Zone directly to ask about additional places for before /afterschool club provision.
- d. Mrs Mitchelmore has an important birthday on 20<sup>th</sup> May

# Totternhoe CE Academy Parents' Association



## Treasurer report 26th Feb 2020

Activity since Sept 2019

Funds raised from events		19/20	18/19	Notes
5-Oct-19	Football Festival	£556.88	£244.37	
9-Oct-19	Film Night Oct	£303.62	£160.60	
29-Oct-19	Pumpkin Disco	£231.16	£137.77	
1-Nov-19	Xmas Cards	£233.04	£378.30	
23-Nov-19	Xmas Fair	£2,168.37	£2,090.05	
2-Dec-19	Xmas Gift Stall	£304.95	£317.43	
10-Dec-19	Nativity	£121.70	£109.56	
13-Dec-19	Santa Collection	£244.60	£207.77	
13-Feb-20	Film Night Feb	£266.80	£227.65	
	<b>Total</b>	<b>£4,431.12</b>	<b>£3,873.50</b>	
<b>School Contributions made</b>				
12-Nov-19	TT Rockstars App	£131.95		
12-Nov-19	Poetry Workshop for Years R-4	£360.00		
12-Nov-19	Charanga Music & 20 Glockenspiels	£600.00		
15-Jan-20	Visualisers	£119.70		
15-Jan-20	EYFS Recourses (Building set etc.)	£148.03		
15-Jan-20	Arena Theatre Tour (Selfish Giant)	£310.00		
15-Jan-20	Cosy Sheds for Preschool	£1,431.49		
15-Jan-20	RWI Books	£185.50		
15-Jan-20	My Book Blog	£120.00		
20-Jan-20	Badges for badge machine	£10.00		
	<b>Total</b>	<b>£3,416.67</b>		
<b>School Contributions approved</b>				
18-19	5 x Tables, 22 x Chairs & 2 x Shoe Boxes	£1,655.00		
19-20	Gardening Club Fund	£60.00		
19-20	2 x Touchscreens	£3,705.00		
19-20	3 x Laptops	£927.00		
	<b>Total</b>	<b>£6,347.00</b>		
<b>Overhead payments made</b>				
	Parentkind insurance, Stationary, Annual gambling licence, etc.	-£20.00		
	<b>Total</b>	<b>-£20.00</b>		
<b>Closing Balances</b>				
	Closing Bank Balance	£13,623.86		
	Outstanding Income	£0.00		
	Outstanding Expenses	£0.00		
	Pending contributions	-£6,347.00		
	<b>Funds available</b>	<b>£7,276.86</b>		
	Stock in hand	£105.00		Badges & Hot dogs only!

