

Totternhoe CE Academy Parents Association

Meeting Minutes

Date and Time	13/01/2020
Chaired	Susie BB
Attendees:	Lucy Brown, Andy Knox, Laura Tunstall, Susie Boiteux-Buchanan, Bryanne Swain, Petra Cook, Francesca Gagliardi, Lindsey Peacock, Lisette Arenas-Tingay, Mrs. Mitchelmore Mrs. Bates, Miss Jesson, Mrs Tebbutt
Apologies	Natalie Barford, Becky McGlone, Alexa Robson, Lindsey Peacock, Gemma Joslyn-Walker, Lori Lewis; Tessa Knox; Vicky Miller;
Notetaker	Lizzie Tingay

Agenda:

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

All Action points/responsibilities are in red

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

2. Planned Events

- a. **Film Night, 13th of February 2020 5:30pm to 7:30 pm**

- i. Reception and Year one will be in Main Hall
- ii. Older kids in room
- iii. Film agreed on, Toy Story 4
- iv. Susie BB: Overall Lead
- v. Andy overseeing kitchen
- vi. **Need 2 staff & Volunteers, at least on DBS checked, one first aider**
- vii. Food:
 1. Cheese Roll
 2. Ham Roll
 3. Hotdog
 4. Popcorn
- viii. Payment to be made online again as it was easier

- b. **Pamper Night, Friday, 20th of March 2020**

- i. Volunteered to Help Lizzie Tingay
- ii. **Need to contact people for Stalls**

- iii. Need volunteers
- iv. Advertise via leaflets to Totterhoe and near by villages

c. **Mother's Day Stalls 17-18 of March for Main School, All week for Preschool**

- i. Ask Becky for advice to prior handling
- ii. Lizzie happy to lend her Studio for keeping flowers
- iii. Lucy Brown Happy to help
- iv. Need Volunteers

d. **Edlesborough St Mary's Carnival July 4th, 2020, Theme (Heroes) Leighton Buzzard Carnival 11th of July, Theme (Animals)**

- i. **Lead: TBC**
- ii. Volunteers : TBC
- iii. We would like to participate this year if we can get enough volunteers to help decorate float

e. **Summer Fair or Summer Festival 13th of June.**

- i. Lead: TBC
- ii. Waiting for school to approve new request on Summer Festival from 4-7pm time if not Summer Fayre 11-2pm
- iii. Depending on time, we could have bands playing
- iv. Alcohol Sales

3. Request for funding:

- a. Mrs. Mitchelmore is suggesting having parent donate books to School or PA can fund Books
- b. School to give us a list of needs (Mrs. Mitchelmore to follow up)
- c. Staff need new Dishwasher

4. Further Dates for your Diaries:

- a. **Next PA Meeting Wednesday 26th February 7pm**

5. Additional Comments

- a. Confirmed that the PA can have a Facebook Group – SusieBB to meet with Mrs Bates and Chair of Kensworth PA to discuss rules
- b. Mrs. Mitchelmore suggested we asked parents to come and speak to Kids about their careers. Will try and figure out how to communicate this to parents. If FB page is setup we can start there.
- c. We need more participation on Memorial Hall Painting display. Get more parents in with kids More info to come
- d. Other Dates in calendar discussed, they are ST Giles events:
 - i. 25th of Feb 2020 Pancake Supper
 - ii. 21 March, Quiz
 - iii. 23rd of May Plant Sale
 - iv. 20th of June ST Giles Summer Fayre

- e. Andy Knox has made a list of Stock used on previous events to be more effective in the planning of future event
- f. There needs to be more communication to parents to join Parent Pay. Requests will be coming out (Mrs. Mitchelmore to follow-up on this)
- g. There was positive feedback regarding Christmas Fair, A few suggestions:
 - i. More food options
 - ii. And reprice food such as hotdogs as parent found them expensive
- h. Petra to give Andy Gambling License
- i. Mrs. Bates has provided Susie BB with password to website so she can update PA info and events.
- j. Need Wonderwood Pond Clear and other DIY events to be setup and need more parent volunteers- TBA

Treasurer Report

Activity since Sept 2019

Funds raised from events

		2019	2018
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	£241.50	£378.30
	Total	£1,333.16	£921.04

Contributions made to school

	£0.00
Total	£0.00

Pending contributions to school

18-19	TT Rockstars App	£131.95
18-19	Poetry Workshop for Years R-4	£360.00
18-19	Charanga Music & 20 Glockenspiels	£600.00
18-19	5 Tables, 22 Chairs & 2 Shoe Boxes	£1,655.00
19-20	Gardening Club Fund	£60.00

Total **£2,806.95**

Overheads

Parentkind insurance, Annual gambling licence,
stationary, etc. £0.00

Total **£0.00**

Closing Balances

Closing Bank Balance	£13,618.34
Outstanding Expenses	£711.25
Outstanding Income	£963.30
Pending contributions	-£2,806.95
Unallocated funds	£12,485.94