



PTA Meeting Minutes

Date & location	22 January 2025, 8.00pm; Blenheim Pub	
Attendance	Anne-Marie Carlin Louise Druce Leigh-Ann Herman Matt Tarrant	Sarah Makin-Shaw Heike Oulaghan Angharad Webb Sarah Aldridge
Apologies	Sarah Smith Claire Trower Steve Illingworth Shelley Illingworth	Scott King Will Brown Hannah Coxon
Agenda	<ol style="list-style-type: none"> 1. Welcome & Apologies 2. Last Meeting Minutes (Nov 20th) 3. Recent Events: <ul style="list-style-type: none"> • Christmas Fair – Anne-Marie Carlin • Crazy Hair Day – Anne-Marie Carlin • Wreath-Making – Sarah Smith 4. Upcoming Spring & Summer Events: <ul style="list-style-type: none"> • Smarties challenge • Wine tasting • Quiz • Cushion Club • Disco • Easter challenge • Colour Run 5. Financial Update 6. Short, medium and long-term spending strategy <ul style="list-style-type: none"> • Update • 2025 Plans 7. Constitution 8. Charities Commission 9. AOB 	
Next Meeting	Tuesday 18 March, 8.00pm, The Blenheim	

<p>4</p>	<p>Upcoming Events</p> <p>Wine Tasting 7 February Limited ticket sales so far; class reps to promote via class WhatsApp</p> <p>Smarties Challenge before February half term Anne-Marie Carlin liaising with Asda; Heike Oulaghan shadowing, taking over in 2026</p> <p>Cushion Club Leigh-Anne Herman and Hannah Smith leading; need to communicate a date in February</p> <p>Music Evening 27 February Heike Oulaghan & Alison Condlyffe running the bar</p> <p>Quiz Night 21 March Matt Tarrant leading and commencing ticket sale 9 February; Josh Carlin acting as Quiz Master, Mrs Vidal and Mrs Williams representing staff on the night</p> <p>School Disco Shelley Illingworth leading; Angharad Webb keen to trial a break-out room for SEND children; needs to be managed via pre-registering SEND children and liaising with Miss Burgess</p> <p>Easter Egg Hunt Shelley Illingworth leading, all in hand</p> <p>Easter Raffle Leigh-Anne Herman leading, all in hand</p> <p>Sunflower competition Anne-Marie liaising with Ellie Sillince</p> <p>Colour Run Will Brown & Scott King leading, planning in progress</p> <p>200Club Needs to be promoted; ideally includes 1 x Admin and 1 x Sales/Promoting person; roles to be filled</p>	<p>Louise Druce to check Miss Burgess can attend; mention during the SEND coffee morning to inform parents</p> <p>Anne-Marie Carlin liaising</p> <p>Anne-Marie Carlin to follow up.</p>
<p>5</p>	<p>Financial Updates Matt Tarrant to share</p>	<p>Matt Tarrant to return faulty snow machine</p>

6	<p>Short, medium and long-term spending strategy</p> <p>Unanimous vote to continue with</p> <ul style="list-style-type: none"> - short-term (golden jumper), - mid-term (music ensemble, uniform cupboard, netball lining) & - long-term (play equipment) spending <p>School uniform sale will shift to a 'shop', custom-built by Mr Briggs; owned by assigned classes</p>	<p>Louise Druce to confirm final quote for extension of play equipment</p> <p>Date & class for first '2nd hand uniform shop' to be agreed at next Class Rep Coffee morning</p>
7	<p>PTA Constitution</p> <p>Latest version as of 1990s; a legal requirement to access an updated version via ParentKind, incl. PTA Finance Policy, list of trustees, roles & responsibilities</p>	<p>Louise Druce to take this project on.</p>
8	<p>Charities Commission</p> <p>Matt Tarrant updating</p>	<p>Matt Tarrant to update and report back at the next meeting.</p>