



SIR THOMAS RICH'S
PTFA

**MINUTES OF MEETING
HELD IN THE STAFF ROOM ON
Monday the 22nd Sept 2025**

PRESENT:, Kerry Canning, Elisa Jordan, Paula Turner, Sarah Cripps, Matthew Lynch, Dawn Davis, Karen Elias, Helena Evans, Leighton Jordan, Philip Nickson, Charlotte Chapman, Jo-ann Rogers, Nabeelah Sedu, Anna Slade, Prateek Kadao

APOLOGIES: John Amos, Gavin Clarke

Agenda Item	Action Assignee
Minutes of the last meeting dated 3rd June 2025. The minutes of the last meeting were agreed.	
Review of actions and matters arising from last meeting • none	
Autumn Term Fund Raising <i>Quiz and Pudding – 21st Nov</i> <ul style="list-style-type: none">• Quizmaster not available but happy to provide Quiz questions, and we just need to find a presenter.• Discussed dropping pudding but agreed not to• Trial cheese boards for sale. Buzz and Emma cost them up.• Jo-ann offered to donate for cheese for cheese boards.• Need to set up ticket options with and without cheese boards.• Buzz to send Sarah some photos for tickets.• Contact Simon to arrange details asap. <i>Jazz Night – 4th Dec</i> <ul style="list-style-type: none">• Local supermarkets usually happy to donate mince pies etc for Xmas events.	JAR LR / SC

<p>Review of Activities</p> <p><i>Sports Day – 3rd July</i></p> <ul style="list-style-type: none"> Was successful. Ran out of burgers and sold sausages at reduced price to clear. Maybe look at getting more burgers and slightly less hot dogs. Veggie options took time in kitchen, Buzz offered to bring kettle BBQ to do Halloumi burgers. <p><i>Summer Concert – 10th July</i></p> <ul style="list-style-type: none"> Charcuterie boards went really well. 	<p>KC /PT</p> <p>LJ</p>
<p>Updates</p> <p><i>Future of PTFA and uniform shop</i></p> <ul style="list-style-type: none"> Philip is a qualified accountant. He's happy to shadow Paula this year and potentially take on some tasks. Anna also has excel knowledge. Helena happy to take over the secretary. Send a form out to new volunteers with a shopping list of requirements/ task list. Add in Elisa's handover. <p><i>Uniform Shop</i></p> <ul style="list-style-type: none"> See separate report. Managing Parents Expectations <ul style="list-style-type: none"> Shop team to work on a list of requirements <p><i>Elisa's Handover</i></p> <ul style="list-style-type: none"> Facebook – need new co-ordinator Clothing Recycling – need new co-ordinator to contact company to collect and also to get parents to donate Raffle – notes provided on how to do. Q&P – notes provided on how to organise. PA fundraising email account. Dawn to circulate the how to guide from Elisa. <p><i>Facebook / Gift Aid</i></p> <ul style="list-style-type: none"> 675 members on the facebook 7 year groups and 131 across 3 alumni groups. <p><i>Easy fundraising</i></p> <ul style="list-style-type: none"> Needs new co-ordinator and needs promoting to parents. 	<p>PN / PT</p> <p>HE / DD KW/PT/SC/DD</p> <p>Shop Core team</p> <p>DD</p>

<p><i>Other ideas – <u>would need someone or a small group to volunteer to organise</u></i></p> <ul style="list-style-type: none">• Year group cream teas to help parents to meet other parents. Early evening? Or afternoon at weekend. June year 7 meet the teacher evening.• Curry night potential to be non-alcoholic?• Local archery club to do a demo?• Connect all of this with Vicki Lynn.• Scottish dancing Celeigh.																					
<p>Grant Requests</p> <ul style="list-style-type: none">• Art dept - £498 for photography equipment for GCSE and A level students. However would like additional funding to £2000 to get backdrops, SD cards, lenses. Trustees have approved this as well as the additional funding• Drama - £2163 for a lighting desk for the drama studio to train the students on how to use it. Trustees approved.• LRC and pastoral support - £686.95 for books for tutor times. This it to cover the cost of 60 replacement really useful storage boxes to store the books. Benefit 640 pupils. Trustees approved.• PE – video recording equipment. Get quote for mid range equipment. In principle we agree to support this after quote.	KW																				
<p>Treasurers Report</p> <ul style="list-style-type: none">• Please see separate treasurers report.• £124k in cash. Some to be held for shop cashflow, but money is available to grant to school.• Paula proposes to open another savings account with Redwood to maximise interest. Signatories tbc.	PT																				
<p>100 club</p> <p>The winning numbers</p> <table><tr><th>Month</th><th>1st</th><th>2nd</th><th>3rd</th></tr><tr><td>May</td><td>99</td><td>44</td><td>118</td></tr><tr><td>June</td><td>70</td><td>63</td><td>16</td></tr><tr><td>July</td><td>90</td><td>4</td><td>106</td></tr><tr><td>August</td><td>35</td><td>44</td><td>80</td></tr></table>	Month	1st	2nd	3rd	May	99	44	118	June	70	63	16	July	90	4	106	August	35	44	80	
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<p>AOB</p> <ul style="list-style-type: none">• Data Storage – Dropbox is now full. Can we get a dial in solution? Matt H to teach us how to use.																					

Future Meeting Dates

Monday 24th Nov @ 6:30pm