



**SIR THOMAS RICH'S  
PTFA**

**MINUTES OF MEETING  
HELD IN THE STAFF ROOM ON  
Monday the 24<sup>th</sup> November 2025**

**PRESENT:**, Kerry Canning, Paula Turner, Dawn Davis, Sarah Cripps, Matthew Lynch, Karen Elias, Helena Evans, Leighton Jordan, John Amos, Philip Nickson, Prateek Kadao

**APOLOGIES:**, Charlotte Chapman, Nabeelah Sedu

| <b>Agenda Item</b>   | <b>Action Assignee</b> |
|--|------------------------|
| <b>Minutes of the last meeting dated 22<sup>nd</sup> Sept 2025.</b><br><br>The minutes of the last meeting were agreed.  |                        |
| <b>Review of actions and matters arising from last meeting</b><br><br>• none   |                        |
| <b>Autumn Term Fund Raising</b><br><br><i>Jazz Night – 4<sup>th</sup> Dec</i><br><br>• Buzz to check on charcuterie boards for this event.   | LW                     |
| <i>Quiz and Pudding – provisionally 24<sup>th</sup> April</i><br><br>• Kerry to contact Gavin to see if he would like to help organise this event.<br>• Kerry to check with Simon and Sam for their availability.<br>• Kerry to check if hall is free. | KW<br>KW<br>KW         |
| <i>Curry Night</i><br><br>• Phil to follow up with his contacts, potential for Feb 2026?   | PN                     |

|   |                     |
|---|---------------------|
| <p><b>Review of Activities</b></p> <p><i>Quiz &amp; Pudding – 21<sup>st</sup> November</i></p> <ul style="list-style-type: none"> <li>• 85 tickets sold large proportion is current year 13.</li> </ul>   |                     |
| <p><b>Updates</b></p> <p><i>PTFA File Storage</i></p> <ul style="list-style-type: none"> <li>• Paula to check uniform shop files on dropbox before they are deleted.</li> </ul> <p><i>PTFA section of school website</i></p> <ul style="list-style-type: none"> <li>• Conscious that this needs updating.</li> <li>• Kerry to speak to Gavin to see if this is something that he might like to do.</li> </ul> <p><i>Uniform Shop</i></p> <ul style="list-style-type: none"> <li>• See separate report.</li> <li>• Successful Wed night and Saturday openings.</li> </ul> <p><i>Easy fundraising</i></p> <ul style="list-style-type: none"> <li>• Needs new co-ordinator and needs promoting to parents.</li> </ul> <p><i>Other ideas – <u>would need someone or a small group to organise</u></i></p> | <p>PT</p> <p>KW</p> |
| <p><b>Grant Requests</b></p> <ul style="list-style-type: none"> <li>• English Dept – submitted by Tom Kendrie for £1000 towards new books for KS3 curriculum. Trustees approved this</li> <li>• History – New display boards for open evenings – 3 x £80. Trustees approved this.</li> </ul>  |                     |
| <p><b>Treasurers Report</b></p> <ul style="list-style-type: none"> <li>• Please see separate treasurers report.</li> </ul>  |                     |

**100 club**

The winning numbers

| <b>Month</b> | <b>1st</b> | <b>2nd</b> | <b>3rd</b> |
|--------------|------------|------------|------------|
| <b>Sept</b>  | 134        | 80         | 43         |
| <b>Oct</b>   | 20         | 5          | 12         |

**AOB**

- None

**Future Meeting Dates**

**Monday the 26<sup>th</sup> January @ 6:30pm**