



**MINUTES OF MEETING
HELD IN THE STAFF ROOM ON
Monday the 3rd June 2025**

PRESENT:, Kerry Canning, Elisa Jordan, Paula Turner, Sarah Cripps, Matthew Lynch, Dawn Davis, Karen Elias, Helena Evans, Leighton Jordan.

APOLOGIES:

Agenda Item	Action Assignee
Minutes of the last meeting dated 24th February 2025. The minutes of the last meeting were agreed.	
Review of actions and matters arising from last meeting <ul style="list-style-type: none">• none	
Summer Term Fund Raising <i>Sports Day – 3rd July</i> <ul style="list-style-type: none">• volunteer request has gone out.• Ice cream van already booked.• Kerry to check what food needs ordered.• Can student leadership team support? <i>Summer Concert – 10th July</i> <ul style="list-style-type: none">• Pre-order charcuterie bowl (2 options) & brownies/cakes.• Need pictures for website.• Can school sell the pre-order on ticket website?	KC
Review of Activities <i>Quiz and Pudding Night</i> <ul style="list-style-type: none">• Went well.• Ticket sales went mainly to year 12/13.• Viability needs to be considered with declining ticket numbers over past few Q&P events.	

<p>Updates</p> <p><i>Future of PTFA and uniform shop</i></p> <ul style="list-style-type: none"> • Longevity of shop <ul style="list-style-type: none"> ○ Current contract ends 31st August 2027. ○ We need to give a years notice to end early. ○ Shop would need to tender Autumn 2026. ○ Second hand shop requirement on school. ○ Recruitment drive needed via the form off a job advert. ○ Job descriptions of all roles, and email out to parents from the chair. • PTFA <ul style="list-style-type: none"> ○ Re-think our comms. ○ Main comms for younger years is whats app groups. Potential for having year group reps to feed into PTFA and post on the whats app groups. ○ Need to make it clear to parents we need more committee help. <p><i>Uniform Shop</i></p> <ul style="list-style-type: none"> • See separate report. <p><i>Mini buses</i></p> <ul style="list-style-type: none"> • New mini bus light delivered and school is pleased with it. • Fords have also been purchased. <p><i>Facebook / Gift Aid</i></p> <ul style="list-style-type: none"> • 682 members on the facebook 8 year groups. <p><i>Easy fundraising</i></p> <ul style="list-style-type: none"> • Nothing to report. 	SC/KC
<p>Grant Requests</p> <ul style="list-style-type: none"> ○ Language ambassadors invoice still to be received from school. ○ Music – keyboards £2448 – invoice to be chased. ○ Careers and PHSE to share 32 ipads and charging trolley - £3773 	

<p>Treasurers Report</p> <ul style="list-style-type: none"> • Please see separate treasurers report. Circa £70k available to distribute to school. 																	
<p><i>Bank Signatories</i></p> <ul style="list-style-type: none"> • Unity – remove Mathew M, remove Mena, add Helena, Matthew L and change Kerry to Williams. 	PT																
<p><i>New Savings Account</i></p> <ul style="list-style-type: none"> • PT to review savings to see if better options for interest. 	PT																
<ul style="list-style-type: none"> • November Q&P – Elisa needs to hand over. 	EJ																
<ul style="list-style-type: none"> • Prevent training handed out and add as a standing agenda item under safeguarding. 																	
<p>100 club</p> <p>The winning numbers</p> <table border="1" data-bbox="212 1006 655 1116"> <thead> <tr> <th>Month</th> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>February</td> <td>101</td> <td>71</td> <td>127</td> </tr> <tr> <td>March</td> <td>119</td> <td>109</td> <td>11</td> </tr> <tr> <td>April</td> <td>114</td> <td>65</td> <td>9</td> </tr> </tbody> </table>	Month	1st	2nd	3rd	February	101	71	127	March	119	109	11	April	114	65	9	
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<p>AOB</p> <ul style="list-style-type: none"> • None 																	

Future Meeting Dates

22nd Sept 2025 @ 18:30