



**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. 	<p>SC/KC</p>
<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 	

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

Future Meeting Dates

22nd Sept 2025 @ 18:30