



**SIR THOMAS RICH'S
PTFA**

**MINUTES OF MEETING HELD IN THE STAFF ROOM
on Monday 26th January 2026**

PRESENT:, Kerry Canning, Paula Turner, Sarah Cripps, Karen Elias, Helena Evans, Leighton Jordan, John Amos, Philip Nickson, Prateek Kadao, Nabeelah Sedu, Simon Dyke, David Dempsey, Jo-Ann Rogers

APOLOGIES:, Matthew Lynch, Ed Moulding

Agenda Item	Action Assignee
Minutes of the last meeting dated 25th November 2025. <ul style="list-style-type: none">The minutes of the last meeting were agreed.	
Review of actions and matters arising from last meeting <ul style="list-style-type: none">The website has not been looked at yet – Kerry to pass this onto Karen to do this.A new member Simon requires adding to the group with access to the PTFA meetings minutes– will ask Ed to do this.	KE EM
Spring Term Fund Raising <ul style="list-style-type: none">Spring concert 19th March – music, drink similar to “Jazz” evening. Kerry to ask for volunteers near the time,<ul style="list-style-type: none">Jo-Ann, Buzz and Karen have stepped forward to offer assistance for the evening.Buzz to offer charcuterie boards and will liaise with Jo-Ann nearer the time regarding cheese. Donations.Quiz and Pudding night provisionally scheduled for Friday 24th April pending hall availability and quiz master.	KC KE, JR, LJ LJ, JR

<p>Review of Activities</p> <ul style="list-style-type: none"> • Jazz night completed raised £458 profit of 13% up from previous year. • The gentleman that passed out during the performance is doing well. <p>Different Fund-raising ideas</p> <ul style="list-style-type: none"> • Phil to continue to pursue the Curry night – negotiating with the Gurkhas and exploring Gloucestershire Curry house as alternative back up. • Boozy Bingo will be looked at in September when Jo-Ann has more time as currently helping at both sons' schools. • Unwanted gifts is still under consideration for future events. • Committee agreed new fundraising events must generate profit does not serve as social gatherings. <p>Possible formation of a fundraising committee:</p> <ul style="list-style-type: none"> • No-one can commit to being in charge and running this committee at present as volunteers work and help in other areas around the school fundraising. • Each person who has an idea to lead the events as and when agreed with the committee and the school as the hall needs to be available for events. 	<p>PN</p> <p>JR</p>
<p>Updates</p> <p><i>Uniform Shop – Children's School and Wellbeing Bill</i></p> <ul style="list-style-type: none"> • No news on the legislation of the 4 compulsory items for schools however school needs to offer clear clarity on whether white polo top or rugby shorts will be compulsory in September 2026 along with the blazer, tie and rugby shirt. • Sarah and Habro are in favour of the rugby shorts as the 4th compulsory item over the white polo tops for various reasons such as: completes outfit top and bottom, shorts worn twice a week, rugby shorts are designed with rip stop fabric specifically designed for rugby and will be hard to replicate this with alternative brands, shorts provide a uniform appearance and without this and using alternatives it will give appearance of different colours, lengths and not as smart in appearance. • PTFA have paused the sports kit order pending final decision on compulsory items with rugby shirts and socks already in production. All non-compulsory items can still be offered in the uniform shop, • November and December 2025 combined sales significantly lower than other months, though up on the previous year. • December 2025 was extremely quiet considering reducing to 2 open mornings a week instead of 3. • Pre-owned uniform remains strong revenue source, though receiving fewer expensive optional such as the quarter zip tops. • Shop volunteer recruitment successful with 3 new fully trained staff members, addressing previous capacity concerns. • A huge thank you to Helena for manning the uniform shop with Paula and Sarah helping behind the scenes. • Saturday 7th February set and will be sent out to parents for the shop opening with Helena and Jo-ann volunteering to run this. 	<p>HE, JR</p>

<ul style="list-style-type: none"> • Late Wednesday opening planned for February 18th (week before half term). • Sarah will set up a go live Reservio appointments for the 2nd March when the new year 7 have their uniform fittings – this will be 23–28 March with volunteers required to help. • Paula to check uniform shop files on dropbox before they are deleted. <p><i>Transfer of files from Dropbox to PTFA OneDrive progress</i></p> <ul style="list-style-type: none"> • Secretary files migration complete, Dawn completed this. • Treasurer, Chair, and fundraising still needs migrating. • One Drive more secure (on school reserve) easier to access and resolve Dropbox storage limit issues. • Migration process involves drag and drop between Dropbox and One Drive windows with recommendation to archive old files. • Access via school email login. <p><i>Other ideas – <u>would need someone or a small group to volunteer to organise</u></i></p>	<p>SC</p> <p>PT</p>
<p>Grant Requests</p> <ul style="list-style-type: none"> • History department for display boards • Netball equipment • Music system - lighting • English books • Photography • Rugby items sports camera recording equipment • All the above were granted. • Kerry to investigate further about the school second minibus purchase – the price and availability needs to check as it need to be similar prices to previous purchase. 	
<p>Treasurers Report</p> <ul style="list-style-type: none"> • First 5 months (August to December) profit of £16,000, before school donations, up 7% from £15,000 previous year. • Uniform shop generated £13,000 profit, up from £11,855 previous year despite a quiet November and December 2025. • Quiz and Pudding night raise £1183, up 16% from previous year • Jazz Night raised £458, up 13% from previous year. • 100 Club income down 7% but gained 12 new members in December and now have 84 members in total. • Easy fundraising generated £101 first quarter, down from previous year. • Total Cash reserve £130,000 with £25,000 stock value. • Unity Trust account limited to £100,000 deposits per rolling 12-month period to avoid transaction fees. 	

<ul style="list-style-type: none"> • PTFA could distribute another £50,000 to the school if needed for projects. • Minibus leasing costs and £3,335 donated to school in period, with additional donations in January for netballs and other items. • Subscription income remains steady from legacy donors (one pays £10 per month and the other pays £5 since approximately 2006). • Interest income down due to lower interest rates. 													
<p>100 club</p> <p>The winning numbers</p> <table border="1" data-bbox="113 526 662 645"> <thead> <tr> <th>Month</th> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>Nov</td> <td>76</td> <td>111</td> <td>118</td> </tr> <tr> <td>Dec</td> <td>62</td> <td>7</td> <td>17</td> </tr> </tbody> </table>	Month	1st	2nd	3rd	Nov	76	111	118	Dec	62	7	17	
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<p>AOB</p> <ul style="list-style-type: none"> • Dave can only attend every other meeting as school representatives to reduce. Matthew's travel burden (approx. 1 hour drive). 													

Future Meeting Dates

Monday 11th May @ 6:30pm