



**SIR THOMAS RICH'S
PTFA**

MINUTES OF MEETING HELD IN THE STAFF ROOM on Monday 11th May 2026

PRESENT:, Kerry Williams, Paula Turner, Sarah Cripps, Karen Elias, Helena Evans, Buzz Jordan, John Amos, Philip Nickson, Prateek Kadao, Nabeelah Sedu, Dawn Davis, Jo-Ann Rogers, Matthew Lynch, Ed Moulding

APOLOGIES: Simon D has decided he cannot continue to support the PTFA at this time.

Agenda Item	Action Assignee
<p>Minutes of the last meeting dated 26th January 2026.</p> <ul style="list-style-type: none"> • The minutes of the last meeting were agreed. 	
<p>Review of actions and matters arising from last meeting</p> <ul style="list-style-type: none"> • A new shop volunteer (Helen S) has agreed to work with Paula to continue her work on the spreadsheets she and Sarah use to calculate supplier orders. • Still waiting on the update of website. Kerry to follow up with Matt H. • School has confirmed that we can use the kitchen for the Curry Night but with others. <ul style="list-style-type: none"> ○ Phil to speak with Vicky to set a date in the next academic year. Autumn/Winter ○ It was discussed that a vegetarian curry option should cover the majority of food preferences. ○ Karen will work on a WhatsApp poll – to go out in next couple of weeks – to find out if there is interest in making this a non-alcoholic event. If not much interest then we'll continue as normal. <ul style="list-style-type: none"> ▪ <u>Post meeting note - the WhatsApp year group polls did not come back with a strong preference for non-alcohol events so propose continue selling alcohol at events.</u> • Still need to move over items to from Dropbox to One Drive for treasurer and fundraising (uniform shop and secretary files already moved). 	<p>KW</p> <p>PN</p> <p>KE</p> <p>KW</p>
<p>Review of Spring Term Fund Raising</p> <ul style="list-style-type: none"> • Quiz and Pudding night. <ul style="list-style-type: none"> ○ Lowest numbers since doing the event, and only year 13, staff and people that have left. ○ Will run one more event in November but will open it up to the public as bowling club showed interest in attending. Buzz was willing to share details on local Facebook pages and with veterans' groups. 	<p>BL</p>

<ul style="list-style-type: none">○ Will provisionally book another date for March but will only go ahead if November event has good numbers.○ Matthew to ask Vicky about alcohol licence training to ensure that the PTFA is compliant.	ML
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<p>Other grants</p> <ul style="list-style-type: none"> • Prateek Kadao offered to put in grant requests to Nationwide of up to £10K for the PTFA and the School to help with project, like the solar panels. Prateek will email the application form over to Kerry. <ul style="list-style-type: none"> ○ <u>Post meeting note – Kerry has put Prateek in touch with Sonja Jones, Director of Finance.</u> • Prateek asked the question whether we can fundraise outside of the school, e.g. have stands at events. Kerry agreed this could be interesting but will need to look into it more. 	<p>PK</p> <p>KW</p>
<p>Uniform Shop update</p> <ul style="list-style-type: none"> • Thanks to the core team for enabling the shop to still open three days a week and once a month until 7pm on a Wednesday. • Thanks to Ed for stepping up to help on Monday's and Buz and JoAnn to help on Fridays. • March saw a huge increase in sales, even with the new rules of only four compulsory items, which is a was credit to the volunteers who worked well at the year 7 fittings explaining the options to the parents. • First time ever we've fitted every year 7 who has accepted their place to date. • Shop finances looking good with sales, stock is lower only because Halbros (sportswear supplier) held the Year 7 until May so we'd have space. • Next key date is 20th June for the handing out of the year 7 uniform. • The Children's Wellbeing and Schools Act has been passed and we were right in thinking it'd be four items of school uniform, so we took the right decision with running with that for the year 7 fittings, still waiting for the start date of the act, but there is a strong indication it will be September 2026. • In the autumn we'll need to retender, so Sarah and Dawn will go to the School Uniform show in Solihull. • Confirmed that the charity took back their recycling bin so don't have that anymore. Kerry is continuing to chase Bristol Recycling Projects to find out why they removed it. • JoAnn suggested that could look to get a school rucksack as could be a good additional option for those who are not interested in a sports bag. Sarah will look into this. 	<p>SC, DD</p> <p>KW</p> <p>SC</p>
<p>Treasurers Report</p> <ul style="list-style-type: none"> • Finances continue to look good, though some of our older funding streams are possibly coming to their end such as My Name Tags and recycling. • We need a push on easyfundraising again but people using phones when purchasing not as easy to select this option. <ul style="list-style-type: none"> ○ Need to get login details from Elisa 	<p>PT</p>

<ul style="list-style-type: none"> • Ed to follow up with school to see if they need another book collection. • Audit costs have doubled, Paula seeking to find out why this has happened • We still need to be VAT registered • Sarah is to have conversations with different Sportswear suppliers to enquire how they account for VAT on embroidery services due to Xero (our accounting system) limitations 	EM PT SC																				
Bank Signatories <ul style="list-style-type: none"> • NatWest has been completed • Unity Trust Bank we need to get Phil and Karen added a signatories (Phil and Sarah can then set up payments and Kerry & Karen can authorise). 	PT																				
100 club The winning numbers <table border="1" data-bbox="113 808 663 1014"> <thead> <tr> <th>Month</th> <th>1st</th> <th>2nd</th> <th>3rd</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>10</td> <td>20</td> <td>104</td> </tr> <tr> <td>Feb</td> <td>142</td> <td>83</td> <td>11</td> </tr> <tr> <td>Mar</td> <td>43</td> <td>106</td> <td>83</td> </tr> <tr> <td>Apr</td> <td>75</td> <td>54</td> <td>70</td> </tr> </tbody> </table>	Month	1st	2nd	3rd	Jan	10	20	104	Feb	142	83	11	Mar	43	106	83	Apr	75	54	70	
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AOB <ul style="list-style-type: none"> • Buzz flagged issue with recent Art request to bring in tools for cutting cardboard. Questioned if we can provide them with cutting tools so that pupils are not coming into school with them. Matthew to speak with the teachers on this to confirm if this is needed or if they have resolved. 	ML																				

Future Meeting Dates

Monday 29th June 2026 @ 6:30pm