SIR THOMAS RICH'S PTFA

MINUTES OF MEETING HELD IN THE STAFF ROOM on Wednesday 4th November 2026

PRESENT: Kerry Williams, Paula Turner, Sarah Cripps, Dave Dempsey, Karen Elias, Helena Evans, Philip Nickson, Nabeelah Sedu, Alastair Stevens, Jo-Ann Rogers

APOLOGIES: Matthew Lynch, Leighton Jordan

Agenda Item	Action Assignee
Minutes of the last meeting dated 28th September 2026. • The minutes of the last meeting were agreed.	

Review of actions and matters arising from last meeting
• Phil and Karen have been added to Unity Trust Bank waiting for the bank to confirm.
• Matthew included in his headmaster email the bullet points about Easy fundraising.
• Agreed that PTFA emails need to have more than one trustee on them. Karen as Vice Chair to have access to chair, secretary and treasurer.
  ○ Ed has shared with Karen.
  ○ Kerry still to share.
  ○ Sarah will continue to have access to treasurer's email.
	KW

Next fundraising events **20th November – Autumn Q&P** • Chair to email Raffa to confirm his band's participation in the evening. • Concern over low ticket numbers so if below 40 event will be cancelled otherwise difficult to ensure a good atmosphere on the night. • Request put out for raffle prizes. • Concern about getting enough volunteers to run the evening. ○ In the meeting Jo-Ann messaged parents in her group chats and got some additional support. • Ed to email school to ensure the gates are open. **3rd December – Jazz Evening** • Kerry has put out request for volunteers	KW EM
Grant requests • No requests this time. • Dave Dempsey reported that the tablet trollies have been very well received and is supporting learning in a better way that student	

mobile phones were doing. Next year there may be more requests for further tablet trollies.	
Transfer of files from Dropbox to PTFA OneDrive progress Kerry will speak with Matt about moving over chair files. Sarah has some old treasurer files which she'll review and move as needed.	 KW SC
Benedict's Law compulsory allergy awareness (EpiPens) and emergency response training for all staff including volunteers. • Reminder to all to complete the training asap. • Sarah raised point about access to EpiPens when in shop out of hours, could we have access to IT office. Also raised question over removing safety razors from defibs. DD to investigate options and respond at next meeting.	DD
Sell it Back – second-hand books from Library • Syliva (Librarian) and Tania Nickson have set a date to start to look at selling second-hand books in addition to World Book donations.	
Uniform Shop update • Sarah confirmed that compulsory uniform guides were now up on the website, and Nick O'Neal was making a school uniform guide. • Really need a new POU coordinator. • Now have a new form for blazer fittings so that non attending parents can sign to confirm they agree with the blazer size selected. **Uniform shop tender** • Sarah has signed the letter of variation and is waiting for the School Chair of Trustees to sign and return. • Tender to start in the spring but with uncertainty over future and any guarantee of remaining stock being purchased by a new supplier should the PTFA not win the tender, committee confirmed that we will hold minimal stock until the outcome of the tender confirmed. • Dave Dempsey asked to confirm when the contract award date likely to be to enable the uniform shop to plan for earliest date for making additional orders for stock.	DD
Treasurers Report • Paula will continue to be bank signatory to support Sarah with uniform shop. • Bank accounts are being reviewed for best interest, Paula proposing that instant access with limited withdrawals now looking best. • Funds continue to look healthy.	
100 club The winning numbers	

Month	1st	2nd	3rd
September	108	83	77

AOB • NA.	

Future Meeting Dates: Monday 18th January 2027 at 18:30 in the school staff room.