



St John's PTFA Belper

Charity Number: 1082955



Agenda Thursday 14th March 2023 The Greyhound Pub, Belper- 6.45pm

Present:

- CW – Chair
- RJ – Treasurer
- JP- Secretary
- RA (Headteacher)
- VW
- SR
- EC

Apologies:

- MC (Deputy Head)
- DT – General Committee Member
- NG
- RN
- HU

Item	Description and Details	Action																						
1.	Welcome and Apologies Completed	No action																						
2.	Review Last Meeting Minutes Friendship disco discussed – The new DJ did very well for his first time at our school, we'll ask them to give more structure and guided dances etc at infant disco going forward	No action																						
3.	Financial Update, including Prom & Funding Request - Easy Fundraising – good money earner – need to advertise - Funding Request from JR - £200 – Reading Bears – reception pupils – Approved by unanimous vote - Discussion on constitution and funds benefiting whole school - Thursday 22nd June – new parents evening – PTFA to attend - Lloyds account has been set up – no fees – this will be transitioned to by the end of this academic year, saving the PTFA £60 annually Current financial position as follows: <table><tr><td>Starting Balance</td><td>£ 10,181</td></tr><tr><td>Total Funds Raised</td><td>£ 4,820</td></tr><tr><td>Total Expenses</td><td>-£ 1,078</td></tr><tr><td>Charges and Subscriptions</td><td>-£ 193</td></tr><tr><td>Funding to Date</td><td>-£ 10,610</td></tr><tr><td>Total Balance as of 14th March 2023</td><td>£ 3,121</td></tr><tr><td>Agreed Future Funding*</td><td>-£ 1,240</td></tr><tr><td>Bank Fees up to August 2023</td><td>-£ 36</td></tr><tr><td>Projected Easter Raffle Profit</td><td>£ 400</td></tr><tr><td>Projected Summer Fayre Profit</td><td>£ 800</td></tr><tr><td>Projected Position at End of Academic Year</td><td>£ 3,045</td></tr></table> *excludes funding commitments agreed to within the meeting	Starting Balance	£ 10,181	Total Funds Raised	£ 4,820	Total Expenses	-£ 1,078	Charges and Subscriptions	-£ 193	Funding to Date	-£ 10,610	Total Balance as of 14th March 2023	£ 3,121	Agreed Future Funding*	-£ 1,240	Bank Fees up to August 2023	-£ 36	Projected Easter Raffle Profit	£ 400	Projected Summer Fayre Profit	£ 800	Projected Position at End of Academic Year	£ 3,045	RJ to build simple comms for social and online platforms on easyfundraising CW to confirm to JR approval of Reading Bears funding request RA to encourage staff to apply for funding RJ to check constitution and what funds should be used for VW to submit midday request for funding PTFA to provide leaflet for new parent packs
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4.	Parents Evening – Uniform Sales Parents Evenings Tea/Coffee/Uniform sale – approved by RA – JP and CW to attend Tuesday. No sale Wednesday	Volunteers needed for Monday Parents evening cover
5.	Tuck Shop for Easter Raffle Easter Raffle – tuck shop confirmed on 31st March – front of school if weather allows	
6.	Summer Fair – 10th June – 12-3pm - Long discussion on stall options including the following: - Bouncy castles/digger – insurance docs needed - Check HT could attend from Cheerful Chops - SR to ask scouts to attend - EC – walking alpacas - VW exploring sand for outdoor beach - VW exploring princess photo opp - Police car and fire engine attendance? - Cadet attendance - Stalls to be finalised on 30th March	All vendors need to supply insurance and public liability documentation to build risk assessment All to source stall ideas by next meeting on 30th march Advertising wider than school JP to include fair date in new parent letters Check first aider requirements – parent kind – RJ Check licence requirements – RJ Summer fair meeting at 7pm 30th March Next General meeting Thursday 27th April 7.30pm
7.	Minutes and GDPR Agreed to use initials on minutes	Initials to be used on minutes and published in PDF format only
8.	Future Events and A.O.B - Agreed to focus on summer fair only at present - Emails to come from PTFA Hotmail address until new one resolved	
9.	Thankyou's and close the meeting off Meeting concluded 8.40pm	