

# **HASU PTA**

## **AGM 27/02/2024 – Minutes**

Present – James F, Jane B, Laila C, Tanya F, Karlene, Anne O, Michelle S

Apologies – Duska D

### **1. Introduction of Committee (if new attendees present)**

### **2. Chairman's Report**

Fundraising largely through supporting school hosted events e.g. shows, sports day. Some events have been poorly supported by parents in terms of purchasing e.g. Celebration Evening.

**James F** advised that there will be a new year 7 welcome event during the last week of July, suggested referring new parents to PTA parents so that they can ask about our experiences of the school and use this as an opportunity to sell pre-loved uniform and possibly get new parents to sign up to the PTA. Mr Duffy to co-ordinate and **James F** will ask Mr Duffy to liaise with us.

Open day for prospective parents also in July from 4-7 pm PTA advised that to maximise profit from event positioning of our refreshments table important. **James F** will liaise with Mr Berry to determine the best location(s) on the route for us to sell drinks etc.

PTA advised would support shows and sports day and next two parent's evenings 7<sup>th</sup> / 14<sup>th</sup> March requested that we be located in the hall where parents congregate.

### **3. Treasurers Report**

See attached summary of 2023 profit / expenses. School needs and stage and contribution for library books, it was agreed that 2024 we would contribute £2500.00 for books and fund raising for 2025 will be for the stage, **Jane B** to liaise with **James F** about transferring funds for library.

### **4. Election of Committee Members**

There were no changes to the current committee members who will continue in role for the next year.

### **5. Events to Support**

Parents evening 7<sup>th</sup> 14<sup>th</sup> March,

Spring Show 20<sup>th</sup>, 21<sup>st</sup> 22<sup>nd</sup> March,

Open Evening 11<sup>th</sup> July,

Sports Day 18<sup>th</sup> July.

## 6. Pre-Loved Uniform

It was agreed that the PTA would host 3 x uniform sales per year with a stock list going out to parents beforehand (letter / email sent from school). Suggested sequence of events is stock take 3 weeks before sale, week after stock take and sale week following stock list being distributed.

**Next stock take - 20<sup>th</sup> April with uniform sale 4<sup>th</sup> May.** Jane B to request assistance but PTA members present were all able to assist on dates above.

## 7. Parent-Kind Renewal

Jane B advised that our subscription had expired and therefore PTA no longer had insurance James F to investigate whether we would be covered under the school's insurance. Jane B to look at PL insurance cover costs elsewhere to compare.

## 8. Any Other Business

### Spring show

James F to investigate whether ticket sales can include specific items e.g. show plus popcorn or show plus soft drink etc. PTA can then purchase what is required for interval.

Laila C to apply for temporary drinks licence so that we can sell alcohol. Possible glasses of prosecco, wine, cans of spirits and mixers depending on cost.

### Card payments

Difficulty during events with card payments as internet 4G in vicinity is poor. Schools internet settings do not allow the transfer of payment data. Michelle S has a 5G booster which she will bring to school to see if it helps us using our card machines. Jane B will investigate Square which enables you to take card payments directly on phone without the need for another reader.

**\*Post meeting note – have applied to Square for payments via phone all approved will create admin users for next event.**

## **Parents Participating in PTA**

It was agreed that **Laila C** would send a WhatsApp to the PTA group asking them to confirm their commitment and participation in future events by a certain date or be removed from group chat.

## **Date of Next Meeting**

TBC

Michelle has 5G booster can we use them at school

Look into square for card payments

Can we use the school's insurance? Public liability insurance for PTA Look into this and also how much parent kinds insurance.

Send a message to group chat if you want to continue to be in the group. Give a date for response.

7<sup>th</sup> and 14<sup>th</sup> parents evenings do refreshment

