



PTA Meeting Minutes, Thursday 9th January 2020

Attendees: Kaylee Warman, Tajinder Salotera, Gurcharan Salotera, Julie Williams, Paul Grimwood, Gemma Thomas, Camilla Young, Carly Gammage, Preena Pankhania, Kim White, Christine Lovett, Ali Lake

Apologies: Ana Fraga, Robyn Russell-Hughes, Syreeta Tranfield, Mike Seymour, Michelle Soan

| Item | Subject | Actions |
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| 1 | Matters Arising from the minutes No | |
| 2 | Reflections & Acknowledgement TS thanked everyone for all their efforts in the first quarter of the year, especially in the run up to Christmas which was particularly busy. There's been some great feedback on the events this term from parents through Facebook and PTA members. | |
| 3 | <p>Finance Update</p> <p>Profit target for this year is £18,000- achieved 51% so far. Forecast for remaining events project that we should easily meet that target if we manage costs carefully. Investment in move to premium PTA Events web platform has already paid for itself through the transaction fee reduction. Cash management is much better using this platform too, and this improves audit too. It's been challenging to identify payments in/out & apportion them correctly, so moving forward we need to separate any transactions by event and have clearer descriptions on payments/expenses. Request to keep receipts/photo's of receipts moving forward to support with accurate accounting and to keep PTA expenses on their own receipt wherever possible. Manual copies can be kept/stored at reception as necessary</p> <p>Key accounting objectives moving forward (part of meeting our trust obligations): Efficiency- make work less time consuming wherever possible Economy- make sure we're getting best value for spend Effectiveness- reach targets, review/critique performance regularly</p> <p>Thanks for support over term</p> <p>Headline profit from events: Xmas Discos- £1,142 Panto & Fair- £3,620 Hot Dog Nights- £1,633</p> | <p>ALL</p> <p>AF/KW/ RR</p> |





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| | <p>PTA Events Advertising-</p> <p>Current income is £680 from this. Asked if we could continue focus on recruiting new advertisers throughout the year so we have stagger renewals.</p> <p>Premium- Banner across top & business directory £120, Secondary (desktop view only, top right corner) £80</p> <p>It's an income stream, but also helps build links with community and sponsors helped donate raffle prizes</p> | <p>ALL</p> |
| <p>4</p> | <p>Events for this term</p> <p><u>January</u> Bag for school collection- delivered 13th Jan & collected 27th Jan. Confirm timings with ST Gift amnesty- deadline 31st January</p> <p><u>February</u> Registration for 10k opens 1st February. Agreed that we'd repeat this year. Need to publicise. Sponsored Scoot- PE lesson w/c 3rd February Need someone from PTA to produce letter/sponsorship form</p> <p><u>March</u> Family quiz night- 27th March. Kaylee & Preena to lead</p> <p>Discussed potential to run another event for children- 45min magic show? Agreed Reception/Year 1 is manageable but need to review profitability of doing 1 event before committing</p> <p><u>April</u> Agreed we would run a sponsored 'Hello' in different languages with 'around the world' themed fancy-dress mufti day</p> <p>Cake stall after Easter</p> <p><u>May</u> Hot Dog Night: 3 groups to ensure a film appropriate to each age Agreed to invite Riverbridge nursery children who are moving up to Reception in September Needs to be a Wednesday to accomodate</p> <p>Staines 10k</p> | <p>TS</p> <p>KW / PP</p> <p>TS/CG</p> |





PTA

FRIENDS OF RIVERBRIDGE

Registered Charity No: 1166481

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| | <p>Kaylee shared a Coin Challenge idea- each classroom gets a bottle. Parents encouraged to donate by class. Concerns over logistics of managing large quantities of cash. Need to review options further.</p> <p><u>June</u> Sports Day refreshments</p> <p><u>July</u> Leavers hoodies Summer Event/fair – 3rd July Summer Discos</p> | |
| 5 | <p>Any Other Business</p> <p>50/50 re-run in book bag (£5) New parents evening in June. GS to revamp the presentation.</p> <p>Agreed we should have a social evening at some point.</p> | GT GS |
| 6 | <p>Date of Next meeting TBC</p> | |



[/groups/RiverbridgePrimarySchoolPTA](#)



www.pta-events.co.uk/riverbridge



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