

GENERAL MEETING



Hardwick Cambourne Community Primary School
Parent Teacher Association

MINUTES OF MEETING – ANNUAL

HARDWICK CAMBOURNE COMMUNITY PRIMARY SCHOOL PTA

Venue :	Hardwick Campus	
Date :	08/11/2022	
Time :	19:40	
Attendance list	Sophie Davis (SD)	Co-Chair
	Kym Ellis (KE)	Co-Chair
	Emma Mertens (EM)	Co-Chair
	Lisa Rothen (LR)	Co-Chair
	Anna James (AJ)	Treasurer
	Peter Hudson (PH)	Secretary
Agenda 1. Introduction to Attendees and Apologies 2. Treasurers Report 3. Future Events 4. Funding Requests 5. Any Other Business		

Other attendees:

See attendees list

Alison Berkeley (AB)

Sean Turner (ST)

Lisa Jones (LJ)

Alex Gafney (AG)

Lisa Jolley (LJ)

James Hoban (JH)

Arzinah Durgahie (AD)

Louise Coverdale (LC)

By video call:

No video call

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Apologies:

Reiner Schulte

Sanj Mann

Cate Thompson

Debora Anderson

Natalia Hunter

Nikki Kerrs

Nickie Sexton

Lucy Yates

Heather Wright

1	<u>INTRODUCTION TO ATTENDEES AND APOLOGIES</u>
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	<p>Welcome by SD and introduces the new committee so that all are clear who to speak to and who is taking which role at which site.</p> <p>JH joins the meeting.</p>
2	<p><u>TREASURERS REPORT</u></p>
	<p>AJ circulates the treasurers report noting that it is produced to the best of her ability as she does not have access to the bank account yet. Therefore, there may be some minor inaccuracies but by the next meeting this will not be at issue.</p> <p>Events from 1st Sept are those noted as open on the treasurer's report. The total incoming so far is £2,381. Just under £800 net income after expenditure. Details are shown on the treasurer's report appended to the minutes.</p> <p>AJ commits to producing the Treasurers report in advance of meetings in future, to avoid any additional discussion.</p> <p>On expenditures, an expression of thanks is passed from Mrs Kerrs for the playground markings which are now complete at both sites.</p>

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3	<p><u>FUTURE EVENTS</u></p>	
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	<p>EM runs through the list of events circulated to those present at the meeting outlining the events per campus and where it is now further volunteers are needed. This list is attached to minutes.</p> <p>For the raffle, Classes will have colours associated for donations with each class collecting items of their associated colours. A suggested item list may be posted for each class.</p> <p>Elfridges will be run as an event on Monday 12th December at Hardwick and 8th December at Cambourne. AG notes that 12th is the dress rehearsal for the play at Hardwick and this is a whole school event with children across all stages either in the play or attending as audience. Committee notes this point for organisational challenges.</p> <p>KE notes that for the KS1 Disco at CB there are plenty volunteers. Asks if cake sale is possible at CB site and perhaps include the choir. This is discussed, JH noting that the library has previously been used and this could be organised again.</p> <p>CB will run a free family craft morning in January and include the sale of uniform. JH suggests he may run a stall during this time.</p> <p>KE notes that Krispy Kreme returns will be lower for the planned sale as the cost per box has increased and may increase further</p> <p>The bingo/quiz night will be run at the Cambourne Hub and work is underway to organise this. The date is not yet fixed.</p> <p>Easter trails were very popular previously and will return this year. Date is TBC but will run over the Easter holiday period giving everyone time to complete their trail.</p> <p>HW to run collection service for Christmas trees to move trees to Cambourne hub for chipping up as Hardwick does not currently have a collection space.</p> <p>HW will run a free family even on January 14th</p>	
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	<p>HW will run a family fun big breakfast towards end of school year instead of the school fayre. JH asks if the date TC could avoid 24th June.</p> <p>CB will run a scaled down carnival. Date agreed with Cate Thompson. The event will include a bar.</p> <p>There will be a bake sale at HW at end of the year. With the previous bake sale being well attended this is felt to be an event that can be repeated.</p> <p>Yr6 hoodies to be planned for March delivery and useful for Hill top.</p> <p>JH notes that clearly advertised free events is nice. It was felt that January was a long month and could be very tough for some people, for which these events are helpful and create a community spirit.</p>	
4	<u>FUNDING REQUESTS</u>	
	<p>Lara Jodin; 4 staple guns. LJ asks JH if these should be provided from the stationary budget. JH agrees and will take this forward.</p> <p>Role play areas; new supplies to £180 of role play areas. Passed on a show of hands.</p> <p>Katherine Mitchell – Polar boat for HW site reception. Passed on a show of hands.</p> <p>Kathryn Mitchel – Funding of the annual usage fee for a year and potentially into the future. A lively discussion is held where the purpose of PTA funding is discussed. It is noted that in the initial funding request the PTA funded the system but in subsequent discussions outside of meetings it was explained that the PTA would not fund the system as an ongoing commitment. That discussion did not appear to have resulted in the ongoing commitment being included in the budget for the year. Subsequently the request is to fund this for the present year and consider whether it could be funded for future years. After discussion, the current year funding is put to a vote. The cost is £409. On a show of hands, the current year funding is approved</p>	

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6	Any Other Business
	No issues brought up.

All issues having been discussed; the meeting was adjourned at 20:55.

The next meeting will be the 10th January 2023 at Cambourne site school staff room.

Signed:

<p><u>For and on behalf of the board</u></p> <p><u>Co-Chair</u></p> <p><u>Emma Mertens</u></p>
<p><u>Secretary</u></p> <p><u>Peter Hudson</u></p>

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Inbound

Stripe Total

01/09/22 to 03/11/22

Big Christmas Raffle 2022 £154 Cambourne Pyjama day £57 Donation - the amount can be set to any amount, thank you £5 Elfridges Female gift £190 Elfridges Male gift £205 Family Photo Shoot £170 Hardwick Pyjama day £13 Hardwick Village Christmas Tree Collection £10 Reception/KS1 Disco Ticket 9th November 3.30-4.30pm £150 Team Ticket (6 people) £30

Total Stripe Sales £984

Paypal

Hardwick Village Christmas Tree Collection £15 Christmas Cards £1,078 Lottery £163

Easy Fundraising/Amazon £0

Cash

2nd Hand Uniform £100 Photo Shoot £10 Dinner Donations £31

Total Inbound Sales for Period £2,381

Outbound

Direct Event Costs £0 Requests Fulfilled £1,584 Other Running Costs £0

Total Outbound £1,584

Bank Balances

Main 10/10/2022 £19,224 Reserve 10/10/2022 £2,301

Total Balance at Bank £21,526

Requests Fulfilled

Ikea Crockery 05-Sep 20 Reading Club 09-Sep 17 CCC hardwick - Ice Creams/Piano Tuning/Hand Bell 12-Sep 297.25 CCC hardwick - Twinkl Membership 26-Sep 500 Hardcastle Burton - Audit Costs 27-Sep 360 Amazon - Pencil Sharpener 29-Sep 14.4 Amazon - Trampoline and Cutlery 29-Sep 50.59 L V Jones - Plants for Mr Todd 26-Sep 35.98 L V Jones - Ikea Crockery 03-Oct 11.34 Amazon - Guided Reading KS1 05-Oct 190.94 Mel - Amazon Order - Chambers Gaffney - Book Corner Teepee etc 05-Oct 86.64

Total Outbound £1,584

Hardwick Campus Events

Children in Need - PJ Day

Friday 18th November

Music Quiz Night

Friday 18th November 7.30pm

Wear your own Xmas clothes

-Friday 2nd Dec, 9th Dec, 16th Dec

Xmas raffle donations

Friday 2nd December

Elfridges (x2 volunteers needed) Monday 12th Dec

Cake sales (x2 volunteers needed) Dec 16th, Jan 20th, May 5th

Spring term

Hardwick Xmas Tree Collections Saturday 7th January

Winter Movie Afternoon (FREE event) Saturday 14th Jan

Psychic Night

Friday 3rd February 7.30pm

Krispy Kreme Donuts Sale
Friday 10th February

Key Stage 1 and Reception Discos Friday 24th February

Mother's Day shop (x2 volunteers needed) Friday 17th March

Easter Family Bingo Night
Friday 24th March 6.30pm

Quiz
Date TBC

Summer term

Ice Cream Fridays
Date TBC x 3

Father's Day shop
Friday 16th June

Family Fun 'Big Breakfast'
Date TBC

Year 6 Leavers Party
Date TBC July

Cambourne Campus Events

Reception and KS1 Disco
Wednesday 9th November

Children in Need - PJ Day
Friday 18th November

Wear your own Xmas clothes
-Friday 2nd Dec, 9th Dec, 16th Dec

Xmas raffle donations
Friday 2nd December

Elfridges
Thursday 8th and Friday 9th Dec

Xmas raffle draw
Friday 16th December

Spring term
Bake Sale
Friday 20th January

Family craft morning (FREE event) Saturday 21st January

Krispy Kreme Doughnuts Sale

Friday 10th February

KS2 Disco

Wednesday 15th March

Mother's Day shop

Friday 17th March (possibly 16th as well)

Party Bingo/Quiz Night

Date TBC (March)

Easter Trail

Date TBC (April)

Summer Term

Bake Sale

Friday 21st April

Father's Day shop

Friday 16th June

Cambourne Carnival

Friday 23rd June

Bake Sale

Friday 30th June

Year 6 Leavers Party Date TBC July