



MINUTES OF THE PTA MEETING
RAF BENSON COMMUNITY PRIMARY SCHOOL

Tuesday 14th July 2020

PRESENT	Jon Purchase	Chairperson (JP)
	Leanne Minns	Treasurer (LM)
	Debbie Watson	Secretary (DW)
	Steph Fawdry	(SF)
	Annette Martin	(AM)

CHAIRPERSONS WELCOME

PTA Banner:

- LM has previously chased but no response, AM happy to take this forward and try to contact the company

Bouncy Castle:

- Payment is still outstanding from last years safety check, we have tried to make contact but with no response, will continue to follow up.
- Unsure whether another safety check is due, query if there has been an extension due to not being used due to Covid restrictions- ask Amy to look into this.

Bingo night/Movie Night:

- The last Bingo evening was cancelled as it clashed with another event in the Junior Ranks bar.
- When we next plan a similar night we will ask Nicki to put in the station calendar to prevent any future clashes.

Committee Support:

- Discussed the need for more support of the PTA for running events and general support, there is a letter ready to be sent out in September.
- Aim is to keep the committee small, fill all positions and to have supporters who will happily support at events

- Discussed what events we may be able to run with current restrictions and we discussed the possibility of a Quiz or Bingo via Zoom, SF suggested the staff maybe able to run a quiz. We could charge £2 for entry and run online.
- Parent kind have suggestions of events that could be run, we will look into these in the new school year.
- Suggestion of doing a scrap textile/clothing collection to raise funds as this can be handled remotely.

Treasurers Update:

- Current balance stands at £8600.94, the following deductions are due:
 - £400 for the puppet show
 - £800 scarp store top up (does this need to be renewed in October, currently unable to use due to Covid- SF will contact to confirm our commitment
 - £1680 young voices coaches
 - £369.92 Christmas Card order
 - £1000 playground equipment (agreed so we can top up the each class bubbles play equipment for September)
 - £128.42 to LM for Christmas fair supplies (agreed to be paid via bank transfer)
 - £700 7x class book and class purses at £100 each

This brings the available funds to £2822.60, this is lower than we would expect at the end of the school year but as we haven't fundraised since the Christmas fair it is to be expected, we need to consider fundraising options for the new school year.

- Funds received from Waitrose for the community matters scheme, £500. Thank you letter is needed, AM has the Wallingford branch managers email address or she is happy to take one in once complete.
- Accounts are currently being audited, and once returned will need to be added to the Charitable Commissions website.
- Bank account mandate still needs to updated as currently LM is the only remaining signatory. Ideally additional signatories need to be non workers so they are able to get to the bank during opening hours as this is currently a struggle.

Lottery Licence:

- This is due for renewal in October and will need to be looked into in September

Christmas Fair Thank Yous:

- These are still outstanding, they are normally written by the children and will be re-visited in September.

Communication:

- Minutes, Agendas and Accounts should be on the school website, this hasn't been happening since Holly Bateson handed over the role of Secretary. SF will re set the passwords and username and send to DW so they can be added going forwards.

Future Events:

- At present it is unclear what events we will be able to run next year, we discussed some options:
 - Welcome back BBQ subject to the weather
 - Outdoor Christmas Market, see if we can borrow 12x12 from the station to provide shelter for stall holders
 - Virtual Disco/Bingo
 - Scavenger, nature hunt or sponsored ramble – speak to Mrs McCrindle
- Christmas card packs to be ordered ASAP, LM happy to order, decide who will coordinate at next meeting.
- Bring ideas to the next meeting.

Next Meeting: TBC