

Sherwood Primary School  
Parent Teacher Association  
Supporters of Sherwood



## COMMITTEE MEETING

21<sup>st</sup> April 2022  
8pm via Zoom

## MINUTES OF THE MEETING

### **In Attendance**

Jodie Lumb (Head)  
Laura Linton (Chair)  
Karen Screen (Treasurer)  
Lyndsay Dickinson (Secretary)  
Jo Cameron

### **Apologies**

Asma Shakoor

### **Approval of last minutes**

Confirmed as correct

### **Matters arising from the minutes**

Non recorded

### **Financial Update**

School Disco: Event raised £249.51 profit

There is approx. £100 worth of tuck shop stock still left, agreed this would be used at the upcoming summer fair

Its been 12 months since the lottery started, this has made £1,227.00 profit to date

ACTION: KS to arrange for a lottery poster to be included in the newsletter

Total funds stand at £6,329.66 – the only funds required at present is for the wood carving and story telling chair

KS reported that we are now a registered charity and that Gift Aid will be in place shortly

Going forward KS will be researching grants, Amazon Smile and Match Funding and reporting back.

Following on from attending Parentkind Webinar – KS suggested that double counting be implemented going forward after future fundraising events

ACTION: KS to purchase a counting machine to be used as a more efficient and accurate way of counting money post event.

### **School's Wish List**

1. Storytelling Chair
2. Wood Benches
3. Playground Markings
4. Future bigger project – Outdoor Classroom

ACTION: JL to draw up plans and research costs so that there is a figure to work to

### **Uniform Shop Update**

£65 profit made from last term and following on from the pop up uniform shop.

LL requested more helpers for the next pop up shop which will be held on 8<sup>th</sup> July

It was agreed that parents of the new intake of children starting in September have access to a box in reception if they required any uniform

It was agreed that as shirts don't sell they would not be sold or accepted as donations going forward.

JL thanked all involved in the uniform shop and highlighted with how successful it had been since it started.

ACTION: LL to advertise future events and seek support from parents for future events on the uniform facebook page.

JL suggested that, as part of the new children induction process, that the PTA write out separately to them explain who we are and what we do, events etc.

ACTION: KS to design and co-ordinate circulation letter/leaflet

### **Future Events Update**

Summer Fair 25<sup>th</sup> May

AS has advised that the parents are happy to facilitate Indian food and Henna on the day

Pizza slices will be available from the kitchen

Mrs Brown will facilitate jubilee art station

KC and possible other parents to help out with the face painting

Chocolate and bottle tombola donations to be requested on non uniform day

Toy stall to be manned by Sherwood staff

Book stall to be manned by Sherwood staff

Lucky Dip – PTA support required

Tuck Shop/Ice cream stand – PTA support required

Hook a duck to be manned by Sherwood staff

JL suggested red, white and blue sweet cones

ACTION: Support required from PTA for stalls

ACTION: PTA to arrange sweet cones if required

ACTION: JL to arrange a 'Queens Throne' / Selfie station

ACTION: PTA to purchase bunting

ACTION: JL to advise non uniform date

ACTION: JL to advise if more face paints are needed

ACTION: LL Support with the face painting to be requested

ACTION: Raffle hampers to be arranged

ACTION: Jubilee Trail / Donuts to be discussed at a later date as to which would run

### **Any other Business**

Non recorded

**Date of Next Meeting : 15<sup>th</sup> June, time and place TBA**