

# The Winston Churchill School

PTA Meeting – Thursday 8<sup>th</sup> May 2014 – 19:30



## Minutes



### Attendees

Karen Burchett, Zoe Johnson – Walker, Jackie Atkinson,  
Emma Bray, Jane Ware, Debbie Knox, Ben Hillman, Nicky Fayer,  
Julia Doody, Teres

#### 1. Chairs introduction:

- Karen welcomed everyone.

#### 2. Apologies

- Sue Billingham, Jackie Thorpe, Sarah Adam

#### 3. Approval of Previous Minutes – Verified

#### 4. Prom update 2014

- Karen updated the committee on the final arrangements for prom, and confirmed invites have now gone out to students. Karen, Emma, Sarah, and Janinne will visit Savill Court on Tuesday 13th May to confirm final booking details.

#### 5. Treasurers report

- The Bank accounts have around £30,000 in them at present. On average over the last year each Boot sale made £700 profit. On 26<sup>th</sup> March 2014 a gift aid claim to HMRC was made for around £10,000, covering the last four years. Unfortunately not every person agreeing to gift aid could be claimed for due to missing information. A claim for this can be made at a later date once the school has supplied the required information. A new donations form is being drawn up for next term to reflect some necessary changes to help with the recovery of gift aid. These will be handed out once the school provide the information required to complete the amendments. The school have agreed to hold the PTA accounts in school in the future to make them more accessible for future committees.

#### 6. New Chairperson, and Treasurer, next year's committee?

- The committee requested help from the school to advertise these positions, and advise parents of the urgent need for new members. Julia and Jane offered to help hand out information at the new parents evening in July.

#### 7. Funding requests Received:

- For the hall curtains, and for help with the refurbishment of the science labs. As we had not received any information on funds required for the hall it was decided to look at the science lab request. Each lab will cost around £30,000 to complete and with £15,000 from the PTA two of the remaining three labs will be completed, hopefully during the summer holidays. A Vote was taken on this request and carried by 10 votes.

#### 8. A.O.B:

- Octobers boot sale, there was a debate about if this can still run due to lack of help. Ben has offered to look at this and arrange all help required if it is possible to go ahead.

#### 9. Date of next meeting:

- Thursday 9th Oct AGM

Meeting closed at 20.23pm