



**BRIDGE FARM PRIMARY PTA**  
**Thursday 16<sup>th</sup> January 2020**  
**Headteachers Office**

**MINUTES**

**1. Welcome and Apologies**

**Present:** Kirstie Hunter, Geoff Mason, Matt Stannard, Karen Davey, Kelly Davies, Sarah Tompson

**Apologies:** Michaela Harris, Danielle Doble

**2. Minutes of last meeting**

Benches were agreed for funding.

Money for each year group for author/workshops also agreed and being used.

**3. Treasurers Report (Including Condensed Accts YTD)**

DETAILS	INCOME	EXPENDITURE	SURPLUS/(DEFICIT)
Fireworks	1,076.41	722.40	354.01
Christmas Cards	2,076.70	2,006.56	1,148.14
Christmas Event	3,271.51	780.00	2,501.48
Uniform Sales	2.00	0.00	2.00
Fairy Cake Friday	85.00	0.00	85.00
Sales	80.75	0.00	80.75
Photobooth	60.00	0.00	60.00
Leavers TRC	0.00	0.00	0.00
Leavers TRC	0.00	0.00	0.00
Leavers TRC	0.00	0.00	0.00
Leavers TRC	0.00	0.00	0.00
Misc	5.00	7.00	(2.00)
<b>FUNDS RAISED</b>	<b>6,480.81</b>	<b>3,046.96</b>	<b>4,488.30</b>
Book	0.00	0.00	0.00
PTA sundry/transaction fees etc	0.00	6.50	(6.50)
PTA equipment	0.00	0.00	0.00
Annual subscription	0.00	0.00	0.00
<b>PTA RUNNING COSTS</b>	<b>0.00</b>	<b>6.50</b>	<b>(6.50)</b>
<b>TOTAL FUNDS RAISED</b>	<b>6,480.81</b>	<b>3,053.46</b>	<b>4,488.30</b>
[Funding request]	0.00	0.00	0.00
[Funding request]	0.00	0.00	0.00
[Funding request]	0.00	0.00	0.00
[Funding request]	0.00	0.00	0.00
[Funding request]	0.00	0.00	0.00
[Funding request]	0.00	0.00	0.00
[Funding request]	0.00	0.00	0.00
[Funding request]	0.00	0.00	0.00
<b>FUNDING REQUESTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTALS</b>	<b>6,480.81</b>	<b>3,053.46</b>	<b>4,488.30</b>
Floor & Petty Cash to bank	0.00	0.00	0.00
	Full year	Full year	Full year
<b>BALANCE SHEET</b>	<b>2019-2020</b>	<b>2018-2019</b>	<b>2017-2018</b>
Book to hand	467.24	620.75	0.00
Bank Account - Reserve	0.00	0.70	0.00
Bank Account - Current	18,279.97	17,773.74	11,203.54
Floor not yet input	0.00	71.00	0.00
Office Account	139.08	21.87	0.00
Cash to hand	100.89	664.60	1,000.75
<b>Total assets</b>	<b>19,236.21</b>	<b>19,051.86</b>	<b>12,204.29</b>
Funds held	4,881.30	7,203.41	7,203.73
Funding requests	0.00	(4,066.73)	(4,979.06)
Surplus/(Deficit) to year	4,881.30	3,136.68	2,224.67
Retained reserves	14,354.91	13,914.73	9,979.71
Total reserves	19,236.21	19,051.86	12,204.29

I have audited the school funds for the year ended 31 August 2020

Signed .....

Surplus at date of last meeting	£14,401.74	
Movements:		
Christmas event	£2,501.48	
Christmas cards	£187.46	
Photo booth	£60.00	
Set clean stamps	£65.00	
Closing surplus (Surplus)	£15,214.68	£11.00
Planned expenditure:		
Year 6 leavers books	£1,200.00	
Year 5 leavers party (leavers day)	£200.00	
E200 author budget per year	£3,000.00	
£51 outside reading benches	£600.00	
	£5,000.00	
<b>Balance of reserves after these contributions</b>	<b>£10,214.68</b>	



#### 4. Banking - New bank signatories

Signatories discussed – Kirstie to added so signatories will be Kirstie Hunter, Kate Dawe and Geoff Mason. Others to be removed.

**ACTION - Kate D to organise**

#### 5. Christmas Fayre

Christmas fayre was a great success.

Saturday prep was a great help so plan again for his year with Dale if possible for photos... Kelly to pass on contact details.

#### Things to change

Hot food – Don't think this is necessary, lots of pies/pasties were wasted and given away. Maybe not long enough to need hot food so possibly stick to doughnuts, cake room, sweets etc.

Chips mentioned but they were not great last time so discuss nearer the time.

Alcohol – not a great seller maybe best for summer events.

#### 6. Events for 2020

No summer event this year – had to cancel this one due to the weather. Instead have discos for the children and a quiz night for the adults.

#### Fairy Cake Friday

Next one is 31<sup>st</sup> January – reception

ACTION – Kelly to arrange posters and ;ettersto parents.

#### Discos

agreed to have all discos in one evening.

- Reception – Orchard Hall
- Yr1/Yr2 – Orchard Hall
- Yr3/Yr4 – Meadow Hall
- Yr5/Yr6 – Meadow Hall

1 hour per disco – 15min break in between for changeover.

**Dates and time TBC – ACTION KH & GM**

GM to check if teachers can help as no summer event to help with.

Food/drinks

No food or drinks to be provided due to mess and waste. Children can bring their water bottles.

Tickets £3 which can be paid for online – no paying on the door

Also need parent volunteers

**ACTION – Karen D to organize DJ x 2**



### **Disco Update**

Discos provisional date of Tuesday 3rd March.

4.15-5.15

Reception - Orchard

Year 1&2 - Meadow

5.30-6.30

Year 3&4 - Orchard

Year 5&6 - Meadow

### **Quiz Night**

Term 5 or 6

£5 per person

Initially discussed supplying a ploughman's within ticket price – more work/mess etc so people can bring their own food.

We will sell alcohol for the quiz night – not BYO – have stock left from previous events to use.

Organise a prize – GM to ask current building company to see if they can help, if not will ask parents or maybe cash prize. Possibly organize a raffle too.

Details to be finalised later in the year.

### **Quiz Update**

Quiz provisional date Friday 5th June 7-9pm

## **7. Funding Request**

### **Request for area underneath the willow tree to be tarmacked.**

Area gets very muddy in bad weather, also would be more room for parents collecting their children as area gets very congested.

GM has looked into a play equipment for the area but was approx. £20,000 so tarmac with maybe some playground markings which would be less

**ACTION - GM to get quotes and comeback, maybe need to match fund.**

### **New building needs a new TV**

Discuss at next meeting

**Next Meeting:  
Thursday 5<sup>th</sup> March 2020**