



- 🏠 **Location:** DT Room, Holland Haven School
📅 **Date:** 11 January 2024
🕒 **Time:** 3.30pm

Meeting Minutes

Attendees: Sue Bardetti (SB), Shannon Irwin (SI), Sam Cook (SN), Tom Anderson (TA), Hayley Owen (HO), Danielle Markham (DM)

1. **Apologies**

Heidi Griggs (HG) Steph Croot (SC)

2. **Minutes of the Previous Meeting**

Minutes of the last meeting (14 December 2023) agreed as a true record.

3. **Mother's Day Shop**

We need to carry out a stock take of the current items we have before ordering anything further so that we do not over order on items. SN to arrange a date for this.

SB is going to check the room availability for us as it was determined that the new summer house in the courtyard didn't really work, it was said that the sunshine room or the demountable worked much better due to their size and the way the children can walk through.

4. **Preloved Update**

There haven't been any recent sales with pre loved. The Shed also still isn't built, the intention is to get a work party together and get this built by the end of the month. HO will check when she can get time off work and then a date will be shared to see who can come and help.

We need to get some items to fill the shed (storage boxes and rails etc) HO is going to look into purchasing these as has seen some offers at B&Q.

5. **Outstanding Works:**

1 - PTA Shopping List

Items for the preloved Shed, as mentioned above – HO

New Folding tables, we agreed we probably needed about 5 and wanted sturdy ones – DM
We couldn't think of any other purchases we needed to make at the minute but SN will review the old list and sent this around.

2 - Bank Accounts

No progress has been made on this since it was determined that the Barclays account wasn't suitable. DM advised that changing bank probably would be more trouble than its worth and there will be no highstreet banks left soon and we are likely to struggle with all of them. She suggested Nationwide as they will stay, however a quick google showed that they didn't offer a charity account. The committee agreed that it may be better just sticking with what we have as this does currently work for us despite some previous issues.

IT was also suggested that we look into a stand alone credit card, we would need to be careful with this as it will link to individuals. IT was then suggested that we look into pre paid debit cards, SB advised that this is what the school has and money can be pre loaded for chosen people to use, there is also a spending limit on some of them which can be dertimed. This means that there is less risk of over spending on a credit card. Revolute and Suits Me have both been mentioned. DM is going to have a look into the options available and

charges etc and bring to the next meeting. HO will check the money handling policy to check the criteria and if this needs amendment if we do get stand alone cards and if we can do this.

3 - Safeguarding Training

Prior to the meeting HG advised: Was delayed due to Christmas/New Year. Course is a do online course, and it will be HG,SN and HO to do. SI has done the training via the school. HG to book the spaces before next meeting and everyone to complete by end of Easter break. – This was relayed in the meeting and agreed by those to tke the course, SB advised that then from September it would be beneficial for us to attend the school training if possible.

4 – Persona Homes

HO has emailed Catherine to see if there was anything on the wish list. Catherine has said that they would like A Beautiful Magical Reading Board, which a company prints to put up outside the library that costs a few thousand pounds. The committee agreed that this would be something that we could fund if Persona Homes wouldn't, however we need a more accurate price, HO to speak with Catherine to get a formal quote so that then we can work out how best to fund this, i.e. all Persona Homes, all us or maybe a contribution from Persona Homes and us top it up.

5 – Shed

As mentioned above, we are hoping to set a date in January to get this built with a PTFA work party.

6 – Noticeboards

SB advised that the school is currently down to one caretaker as Andy is currently recovering from a medical procedure. Therefore, it is not as easy for them to do additional jobs. We need to find out where the noticeboards are, and TA advised that he would be able to assist in getting them up maybe with some help from Andy Cook or another helper who is able. SN will speak with John Charles to determine where the noticeboards are to see if we can get them moved into our garage (once clear) so that we can have a look and get these put up.

7 – Bin

SN will sort out collecting this, need to work out when someone can help get it into the car. Need to try and get it for when the shed is up.

6. Volunteer Letter/Flyer

HG Provided a Letter/flyer which was given out to all attendees and asked for their comments to be emailed to HG. Initial thoughts on this was it was far too long, it was determined that people simply wouldn't read past the first couple of lines. Members have asked for a copy of the letter to be emailed so that then they can make any adjustments and email back to HG. SN to attach to the minutes.

7. LOtC Meeting Feedback

Hayley has not yet been to a meeting to discuss this, she will follow up wth Catherine to see if she can go to the next one.

8. Next Meeting (2 minutes)

Thursday 8 th February 2024 at 3.30pm in School at the DT Room

9. Any Other Business

1 Our web page on school website.

HG asked if there is there anyone willing to take over doing this job. HO and SI have agreed to do this, HG to provide log in details if needed.

2 Fundraising chart near school office

SN to update this ASAP

3 Tesco Blue Tokens

This ends Sunday 14 Jan 24, SN to do a Facebook Post. HO is now not sure on the timescales as to when we will find out where we finished. We will get £500, £1000 or £1500.

4 Give as you live

HG asked HO to look into this, it is another online shopping scheme where you can raise money for the school just by shopping, very similar to easy fundraising. The committee wasn't sure if we

needed 2 as it may dilute one or the other. HO is going to compare then and let us know next meeting if we should stick with EF switch or do both.

Action Agenda Item	Owner(s)	Deadline	Action to Complete
3 – Mothers Day Shop	SN	January	Stock take and order additional items if needed
4 - Preloved	HO	January	Determine Date to build shed
5, 1 – Shopping List	HO DM SN	By Next Meeting	Get bits for the Shed Get Prices for New Folding Tables Check old List to see if anything else
5, 2 – Bank Accounts	DM	By Next Meeting	Look into pre paid Cards
5, 3 - Safeguarding	HG	By Next Meeting	Book online course
5, 4 – Persona Homes	HO	By Next Meeting	Ask Catherine to get quotes for Library Board
5, 6 - Noticeboards	SN	January	Find out where our noticeboards are
5, 7 - Bin	SN	ASAP	Collect New Preloved Bin
6 – Volunteer Letter	All	ASAP	Provide feedback to HG re letter
7 – LOTC Meeting	HG	ASAP	Set meeting with Catherine
9, 1 - Webiste	HG	ASAP	Provide details on how to log into update website to HO & SI
9, 2 – Fundraising totals	SN	ASAP	Update Board
9, 4 – Give as you live	HO	By Next Meeting	Compare EF and new site to determine which we use.