

 Registered Charity 1031585 Meeting: AGM Date: 14/09/2023 Location: School	MEETING	12	Parents and Teachers Association (PTA) MEETING NOTES			
	✓ Alex Awolaja ✓ Ben Casswell ✓ Carol Lethbridge ✓ Chanel Moss ✗ Charlotte Boichat ✓ Emily Bratley ✓ Faye Thompson ✓ FULL ATTENDANCE	✗ Jake Wade ✓ Joanne Allen ✗ Jordan ✓ Josie Fitzgerald ✓ Katie Grantham ✓ Kay Awolaja ✓ Kirsty Woollins ✗ PART ATTENDANCE	✓ Laura Gray ✓ Lauren Wilding ✓ Leona thorpe ✓ Merili Freear ✓ Michelle Christiansen ✗ Morten Christiansen ✓ Rachel Crowder ✗ APOLOGIES	✓ Ria Lowe ✓ Sam Montague-Duffill ✓ Shauni Coombes ✓ Stacey Nicholl ✓ Vic Bloomfield Issued on: www.nkpta.com		

No.	AREA	DESCRIPTION	RESPONSIBLE	DATE	STATUS
Introductions & General					
1.11	General	Introductions & presentation (attached)	-	-	Note
1.12	Officers & Trustees	Main roles agreed for 2023/24: Chair - Ben Casswell Secretary - Kristy Woollins Treasurer - Morten Christiansen	-	-	Note
Financial					
2.5	Online banking	Set up once names on account changed. Then find out about getting at least x2 cards. Cards now issued. Morten has bank card, second required	Morten	TBC	Ongoing
2.7	Gift aid	Morten to research	Morten	TBC	Ongoing
2.14	Receipts	All purchases need hardcopy receipt	All	-	Note
2.15	Accounts	Update included in presentation	-	-	Note
PFA training & equipment					
3.3	First aid	Ben & Gemma recently completed STA first aid training. Add to generic risk assessment	Ben	11/05/2023	Outstanding
Events / Ideas					
4.25	PTA bags	Design done. Look to source sustainable and ethical bags.	Lauren	TBC	Ongoing
4.42	Dates	Provisional dates for events agreed with school, see presentation. Arrange Christmas event & date	Ben	22/09/2023	Outstanding
4.43	Disco	Halloween disco 20/10/23 details to be arranged on WhatsApp.	Ben	22/09/2023	Outstanding
Correspondence & Communication					
5.2	24/01/2022	Non to report	-	-	Note
Online shop					
Grants, donations and sponsors					
7.6	Applied	Tesco ends September. Co-op (Market Rasen) starts December	-	-	Note
School projects & wish list					
8.4	Visitors WC	PTA agree they would provide some funding to renovate.	-	TBC	Outstanding
8.5	Website	Donations page on website presented at meeting	-	-	Note
AOB					
9.1	Policies	Policies sent to Ben Casswell from Ben Rhoades. These need publishing to school website. Note 24/01/22: Policies under review.	Ben C & Morten	TBC	Outstanding
9.6	SEN	Engage with special educational needs (SEN). Consider future approach.	Ben. C	TBC	Outstanding
9.8	Storage	Shelves needed for loft before sorting out.	Ben	TBC	Outstanding
9.9	SHE	Work in school done under school risk assessments	-	-	Note

KELSEY PTA

2023-24 AGM





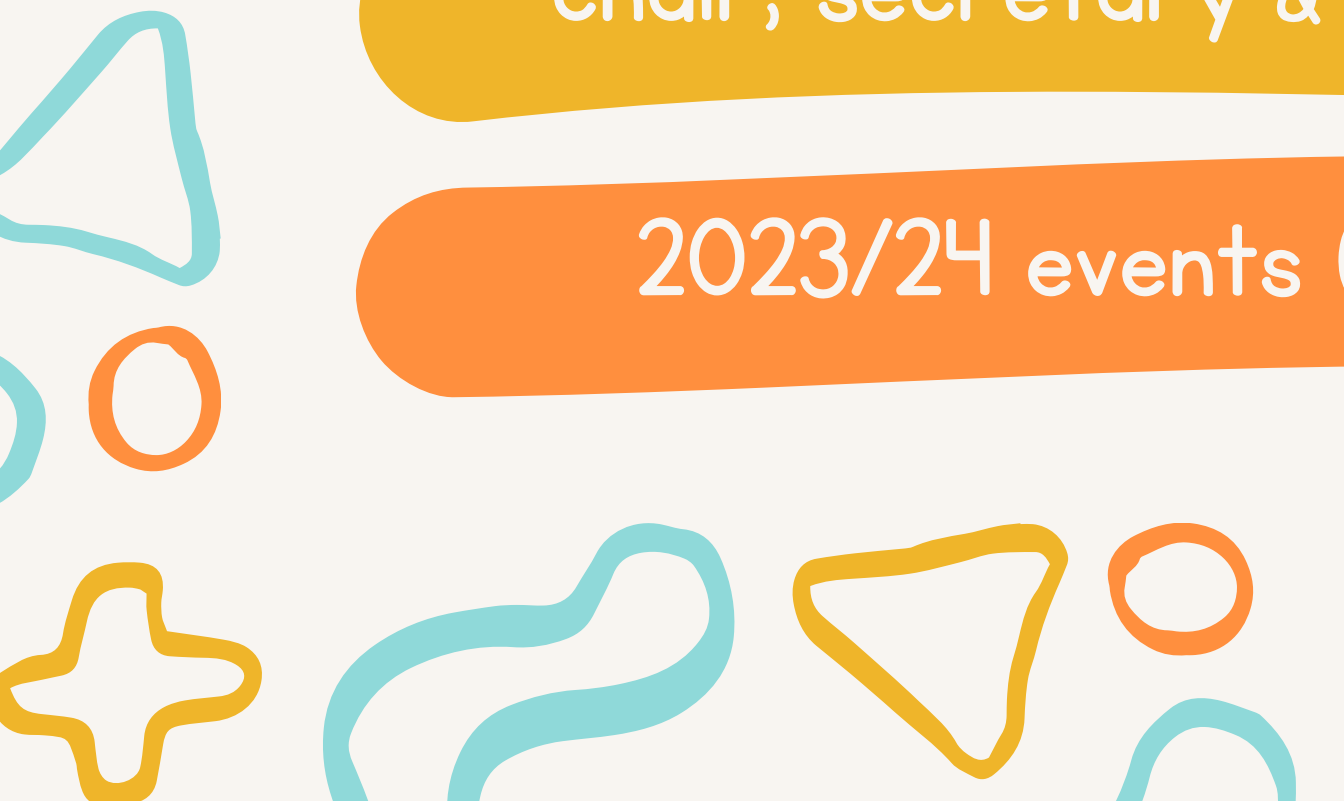
What we do

how we're set up

how you can help

chair, secretary & treasurer

2023/24 events (so far)



AGENDA

WHAT WE DO

- organise and run fantastic events
- raise money for the school
- help out in school
- run the PTA website
- administer stuff like the lottery license
- work with other organisations like the WI, village hall & PCs
- find massive Christmas trees and put em up!
- get amazing stuff donated for raffles, events or school
- promote what we do
- run our social media
- find and supply uniform for a donation or free

MISSION

To enable everyone associated with the school to participate in fun activities. Thereby helping raise funds and provide resources to make a positive difference to the school and community, whilst acting with responsibility, determination and respect.



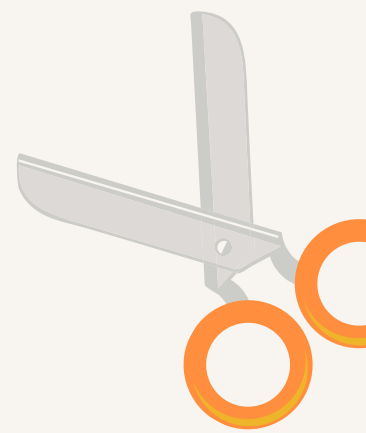
FUNDRAISING



EVENTS

discos
wreath workshop
Christmas event
Easter Bingo
quiz night
summer fair
100 club
bag2school

GRANTS



tesco
co-op
easy fundraising
my nametags
match funding
recycle4charity (ink)
REW (£4£)





WHAT MORTEN'S GOT TO SAY...

Total credits £1,292

Total sales £7,776

School donations £5,909

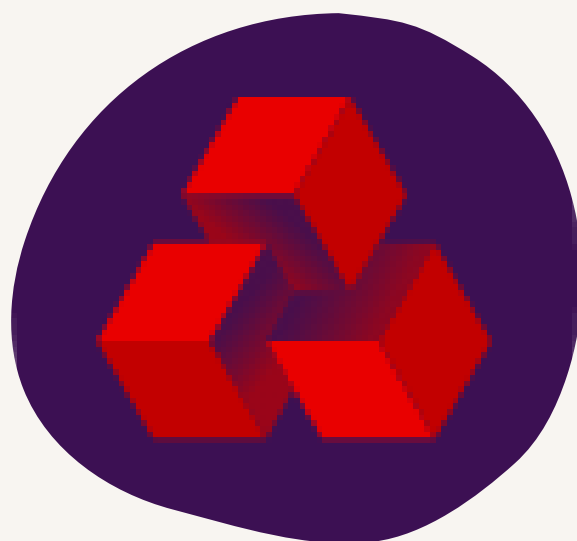
Total Expenses £3,627

Income £9,068

Profit £5,441

End of year balance £8,726.31

HOW WE'RE SET UP



bank card
card machine
....and Morten!

BANK



Legal status
file return
No.: 1031585

**CHARITY
COMMISSION**



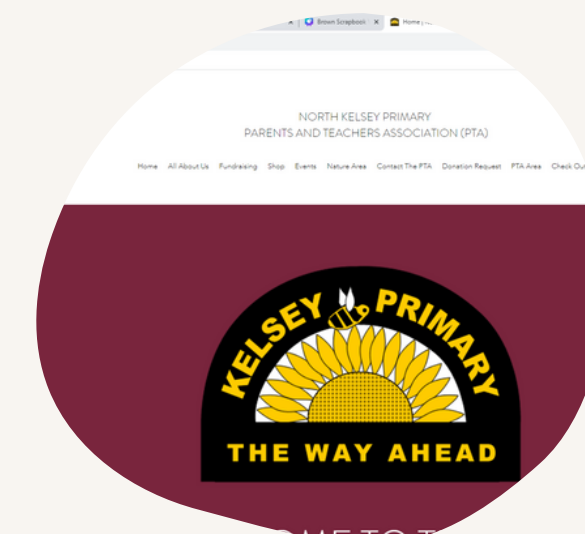
advice
insurance
constitution

PARENT KIND



decision making
ideas
funny gifs

WHATSAPP



loads of info
online shop
discount

NKPTA.COM



GET IN INVOLVED!

HOW YOU CAN HELP

...IN SO MANY WAYS

- as much or as little as you like.....
- ideas
- shopping
- helping at events or part of an event
- volunteering for something in school
- cooking
- making stuff
- apply for grants / funding from workplace
- standing for chair, secretary or treasurer
- coming to support our events and tell us we're doing a good job!

THERE'S 3 ROLES WE'RE OBLIGED TO FILL



Ben

CHAIR



Kristy

SECRETARY



Morten

TREASURER

THIS YEARS EVENTS

2023:

11/10 – Parents Evening
20/10 – Halloween Disco
1/12 – Wreath making
TBC – Christmas cards
TBC – Christmas event

2024:

8/2 – Bee Kind Disco
7/3 – Mothers Day Workshop
World Book Day
21/3 – Easter Bingo
14/5 – Quiz Night
13/6 – Fathers Day Workshop
TBC – Sports Day

CONTACT & STAYING IN TOUCH

Facebook

Instagram

Whatsapp

Email: nkpta@outlook.com

Donation request on our website



