

Minutes of the Lacon Childe PTA meeting Tuesday 21st May 2024 on Teams

Attending:, Sam Harrison, Allan Romeo, Rachel Datlen, France Pioger, Sarah Westmacott, Jane Nicolson

Apologies: Lucy Bunten

The meeting had been arranged to discuss the current Wish List process and to get a steer from Rachel CB of what the school funding and budget situation is like to help inform the decision making for the most recent Wish List applications.

Rachel Datlen had circulated the Wish List process, which was written in 2013 and is copied below:

Introduction

To ensure the PTA can fund the 'wish list' and achieve the maximum return for the money invested there needs to be a rigorous process for deciding which applications are approved and which are rejected. It is anticipated that, due to changes in the PTA's fundraising opportunities, it may be that not all applications can be funded.

Application

Applications for funding should identify what the funding is for and the benefits that will be achieved through the funding. As part of this cost/benefit analysis consideration should be given to the longevity of the investment, number of children who will benefit and how, why the funding is necessary and cannot be secured elsewhere.

Review

The PTA will review the applications for their merit and benefits to determine if the application can be funded. Applicants can be asked to attend the PTA to clarify the application and to emphasise the benefits. This might be necessary if the funds are limited and the PTA has to decide where to place the funds between a number of applications.

Granted applications will be confirmed in writing and allocated a grant number which must be quoted on any receipts and invoices for the release of monies. Where money has a phased release a running total will be kept to ensure there is no overspend.

Any changes that may result in overspend must be applied for as per the original application.

Records

Records will be kept for each grant showing the sum granted and a running total of payments made.

A photograph of the items obtained with the grant will be supplied to the PTA to build a photo library which may be used for promotional purposes.

The bank balance is £8,447.17, with 2 (**post meeting note - now 3**) invoices from school to be paid as follows: £153.60 Music blocks and beaters, £105 DBS checks, £162.30 Mock Trial transport.

There is a further £168.07 of the Music, £584 of House System and £1,025 of Rewards and Recognition allocations left to spend. It was agreed that these allocations should still be honoured and spent as they had already been approved. In addition there is the production licence for Drama (£478.20) that has not yet been paid. £300 had been generated from Matilda sponsorship.

SH confirmed we need transparency of the funding available and we need to know what we need to hold back for purchases required for the Summer Fete and Bike Show before agreeing any further Wish List expenditure.

RCB confirmed that school budgets are over spent and items such as toilets and hall need overhauling but there simply is not the budget. SH asked if there might be grants / funds as a PTA we could bid for. AR started looking at tiered seating, which needs further investigation.

SH suggested that a template is created for teachers to complete with their Wish List bids, that can be used from September, along with an updated wish list process document. RCB confirmed it is for the PTA to decide what the Wish List criteria should consist of and then this should be communicated along with new documents / process in Sept. **ACTION: Sam to develop Wish List template.**

RCB suggested, and all agreed, that future Wish List meetings should have the bids submitted in good time for pre reading, dept head should attend to present bid and answer any questions and any funds not accessed and allocated by accompanying invoice should be closed and money reallocated to the main pot for reallocation. Timed slots for teachers to attend would help manage their time at an early evening Wish List meeting.

SH to send invite for all PTA Members to discuss and agree new Wish List process and to create a pack for circulation by RCB at Lacon. **ACTION: Sam to circulate Wish List discussion invite.**