

Probus Primary School PTA Meeting Minutes

Date: Monday, 2nd June 2025

Location: School Hall

Chair: Chris

Minutes Taken By: Emma

1. Apologies

- Lisa
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2. Attendees

- Mrs Praed, Chris, Abi, Emma, Fleur, Zoe, Mark, Will, Mrs Jones, Ms Adams
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3. Treasurer's Report (MARK)

Bank Balance as of 2nd June 2025: £9,335

May Income:

- Matched Funding: £220
- School Lottery: £48
- Payroll Giving: £15

May Payments:

- RE Books: £314.50
- Nursery Books: £24
- Ice Lollies & Raffle Tickets: £54
- Disco and Summer Fayre Prizes: £156
- Easter Bingo Hall Hire: £41.80

Upcoming Expenses:

- Year 6 Hoodies
- Summer Fayre
- End-of-Year Disco

Recent Events Summary:

Event	Income	Expenses	Profit
Easter Bingo	£1,188.30	£409.61	£778.77
Mother's Day	£289.28	£102.50	£186.78

Note: Easter Bingo profit excludes alcohol sales.

4. Fundraising & Spending Updates

- **Play Equipment:** Still waiting on company quotes; approx. cost £1,000 (Mrs Praed).
- **Parish Council Grant:** £750 confirmed received (Chris).
- **Nursery Books:** Question raised about cost; confirmed at £24. Discussion on pricing transparency (Chris/Mark/Ms Adams).

Operational Notes:

- Float is still in the office (Chris).
 - A coin counter has been acquired.
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5. Grant Opportunity – Finnis Scott Foundation (Zoe)

- Grants up to £10,000 available for gardening, horticulture, and arts. Information below

Capital and revenue grants up to £10,000 are available to UK registered charities, Charitable Incorporated Organisations, Community Interest Companies, hospices and Parent Teacher Associations for projects in the areas of gardening and plant sciences, art history and fine art,

Who can apply: UK registered charities, Community Interest Companies (CICs), Charitable Incorporated Organisations (CIOs), hospices and Parent Teacher Associations (PTAs),

Key words: Capital, Revenue, Horticulture, Plant Sciences, Gardens, Hospices, Fine Arts, Arts History, United Kingdom.

The Finnis Seott Foundation provides small grants (nominally up to £10,000, but in practice much smaller) to UK registered charities working in the areas of horticulture and plant sciences as well as art history and fine art.

Preference is given to smaller charities where the grant is likely to have a significant impact.

Applicants applying for gardens or hospices are likely to be looked at more favourably.

Please note that the Foundation is unlikely to fund recently formed organisations that have not yet established a track record, or have yet to produce a set of annual accounts. CLOSING DATE 18TH JULY 2025

- PTA is eligible to apply.
- Discussion around green play areas and improving the garden space.
- Wendy to be approached to lead the initiative alongside Pengellys.
- Possibility of involving a local botanical artist or Trewithen.

6. Headteacher's Update (Mrs Praed)

- Staff grateful for classroom budgets – continuation confirmed (Chris).
- School to remain one-form entry.
- SATS and Sports Day both went well.
- Reception and Nursery missed out on ice lollies – Fleur to bring 60 in by Friday.

Assembly:

- To be held for Mrs Praed with students.
- PTA to be informed once date is confirmed.

7. Chair Update (Chris)

- Uniform swap shop doing well.
- "Something Special" box: Sophie to assemble. Decision made to proceed with a breakfast box (£4 incl. booking fee).
- Volunteers requested for sales on the 13th June at pick-up.
- Distribution will be via PTA members to classes.

8. Summer Fayre Planning

Raffle:

- Prizes being finalised.

- 1000 tickets available (books of 5).
- Printing managed by Fleur and Lois.
- Prize sheet and letters to go out through the school.

Stalls & Attractions:

- Nail painting (Nat L), though face painting may be more profitable.
- Nerf gun zone, penalty shootout, tombola, hoopla, and fun races approved.
- Hungry Hippos (teams of six), cake stand, “Hook a Duck.”
- Pimms/can bar – licence needed.
- Watermelon and soft drinks were popular last year.
- Go-kart and inflatable activities being explored.
- Outside vendors to be invited again (£20–£30 fee).
- FB group and WhatsApp to be used for recruiting volunteers.
- Teachers to assist, list of jobs to be provided.
- Fayre will move indoors in case of rain.

9. End of Year Disco

- **Date:** Monday, 21st July
- DJ confirmed.
- Year 6 will have their own celebration: red carpet, balloon stand, green screen.
- Julia organising lanyards. “Most Likely To...” awards returning.
- PTA funding approved for decorations.
- Hoodie delivery is delayed – Zoe to follow up.
- Popcorn machine to be trialled at the fayre. Candy floss machine may still be available.
- Volunteers: Fleur, Rob, Nat L, possibly Jenny (face painting).
- Ice cream van: Tina Kelly quoted £575. Awaiting another quote.
- Allergy list to be requested from Lois.

10. Committee Roles & Future Planning

- Chris and Abi expressed interest in stepping down.
- Discussion about succession and importance of continuity.
- More delegation suggested and agreed upon.
- Consideration for co-chair model.
- Idea raised to open committee roles to non-parents (e.g., local community).

Meeting Format:

- Consider different times and locations, including Comrades Club.

11. Transition & New Parent Event

- **Date:** Tuesday, 2nd July at 6pm (in school hall).
- Attendees: Emma, Zoe, Abi, Chris.
- New Head will be invited.
- Kitchen will be open for the event.

12. AOB

- Basketball hoop requested by staff – to be placed outdoors (Mrs Praed to assess).
- Staff satisfied with recent purchases.

- Suggestion to track PTA-funded spending via the school newsletter.
- After-school club may require a new sofa (TBC depending on future use of the space).

Summer Fayre Sponsorship:

- Discussion about securing a new sponsor or estate agent.
- Zoe suggested a new promotional video – Emma to arrange.
- Additional attraction ideas: quad bikes, tractors, ponies.

13. Next Meeting

- **Date:** Wednesday, 10th July 2025
- **Venue:** Chris to book The Hawkins or Comrades Club.