

## **PTA Meeting - 10th September 2025**

### **Hawkins Arms**

#### **1. Present**

Rachael, Mark, Abi, Chris, Fleur, Will

Lisa & Ms Moore - first part of the meeting

#### **2. Apologises**

Nat Lavis, Sara, Caroline, Emma, Rosie, Amy Boal, Amy

#### **3. Minutes**

Minutes approved from last meeting and last AGM

#### **4. Finances**

Mark spoke through the finances for 24/25 and 23/24 - details at the back of the minutes and shared by Mark on WhatsApp

Profit for 24/5= £5,235.14

(A healthy) balance in the bank = £11,010.05

Confirmed that we will stick to £200 for each class budget 25/26

#### **Actions**

- Ms Moore to check if anything is outstanding on the finances for the Trim Trail when she has the school finance meeting in a couple of weeks
- Ms Moore to look into the possibility of getting a yurt rather than the outdoor classroom as previously suggested
- Ms Moore to check if the school can pay for a new noticeboard at Cullen View in order to get school & PTA news out
- PTA/ Lois? to update notice board at the front of school with newest event posters

#### **5. Headmistress Update**

- Ms Moore thanked everyone for the warm welcome.
- There have been classroom & teacher changes this year e.g. Year 4 & Year 6 next to each and different teachers with year groups. Everyone is getting used to these changes and settling in well.
- Start of the Day Activities have been introduced. Class teachers select an activity before school officially starts to get pupils settled and no loss of learning time e.g. number bonds, timetables, retrieval from the previous day's learning.

- School Uniform tweak - PE Kit days. Wear PE Kit all day - cut out loss of learning time. Year 2 upwards. Comms were sent out 11th September.
- School/ Headmistress communications - There will be **Friday News** from Ms Moore with a round up of the week. Celebration and school value award (be ready, be kind, be safe etc) per week. The celebration assembly will go back to being on a Friday.
- Harvest Festival; Carols; Nativity (w/c 15th December) & Macmillan Coffee morning etc will be communicated for the term ahead
- Class newsletter - once every half term from the class teacher with the curriculum plus dates for the half term.

### Actions

- Ms Moore to think about any ideas from previous PTAs and if there is anything pressing that the PTA could fund

## 6. AGM

### Chair's Report

- Thanks for the existing team and new members who can carry it on
- Big financial input 24/25
- PTA <> School comms have improved and keen to see Ms Moore to continue this

### Stepping down of the officers

- As per the constitution all officers are stepping down. There was a discussion about if the PTA could continue and what role each officer would play to keep it going.

### Election of the officers for 2025/2026

- **Treasurer** - Mark is happy to continue - voted in
- **Secretary** - Will Shenton Brown
- **Chair** - Chris happy to do it but with new R&R - see below
- **Vice Chair** - Emma Callaghan & Sophie Baker (doesn't work on Mondays)

*Sophie said she will be chair from next year! TBC*

### R&R of the Chair for 25/26

- Each event/ project will be "managed" by someone from the committee with as much guidance/help as they need - this reduces the workload for The Chair role significantly and enables them to focus on the other elements and maintain the PTA.
- It is the project/ event manager's responsibility to manage all aspects of the project/ event with the help of the PTA e.g buying supplies, organising the team, liaising with school, managing expenses and co-ordinating the floats with the Treasurer.

### **Actions**

- In due course we need to allocate an event/ initiative to each committee member. So far the following has been allocated
  - Rachael - uniform area
  - Amy & Sophie The School Lottery
  - Sara - raffles

### **7. Matters arising (not covered elsewhere on the agenda)**

#### **End of summer term summary**

- Ice cream van - good feedback, no issues
- End of year disco was a big success especially for Y6 children

#### **Nursery – water bottles**

- The PTA approved the purchase of 31 water bottles for the nursery group

**Action** - Abi to inform Mrs Jones and Mrs Jones to send the invoice to Probusptatreasurer@gmail.com

#### **Uniform bank**

- Rachael has been working hard to make this area neat and tidy, working everything into piles of usable clothes.
- We agreed not to use the Kallax boxes
- Needs something to display and keep it looking good - it's the entrance to the school and Ms Moore would like it kept looking tidy

### **Actions**

- Rachael to measure up the space and send to the PTA the cost for proper storage units
- Chris has sent a QR code on WhatsApp to be put up for anyone wishing to donate to the uniform bank

#### **The School Lottery**

- Details about this can be found at the end of the minutes
- <https://www.yourschoollottery.co.uk/lottery/school/probus-primary-school>

### **Actions**

- Chris to ask on the group who can lead this (complete)
- Amy & Sophie will take this on and put up posters around the village

#### **Donations – Xmas Jumpers/Halloween costumes**



- Christmas jumpers and Halloween costumes have been donated

### **Actions**

- Christmas jumpers to be sold at the Christmas Fayre
- Halloween costumes to be used at the school Halloween Disco

## Future events

Outline schedule for the year

 **Halloween Disco**  - Wednesday 22nd October in school time

- Discussion on group chat about £2 contribution per child to dress up. Wear the costume to school as long as there are no loose bits for PE etc.
- Sweets can be purchased at the disco
- One of the teachers (nursery I think) said that she is happy to DJ

### Actions

- Event lead to be assigned

 **Christmas Fayre**  - Thursday 4th December

### Actions

- Event lead to be assigned
- Will ask work (The Navy?) if we can have the fly-by Father Christmas again

## New fundraising ideas

- Ran out of time to discuss
- Feeling to do fewer things bigger and better than lots of little bits

## 8. AOB

### PTA communications

Comms generally are challenging (all round!)

### Actions

- Sara to write a compelling and emotive letter to all school parents about joining the PTA to try and drum up more support
- Fleur to create a form to gather feedback on what parents/carers want from the PTA over the coming year

### Other

- Rachel Hartley & Sophie Baker have a food hygiene certificate
- Fleur to ask Tess if she'll join the PTA to have a reception representative
- [Discovering 42](#) was suggested as an organization that could deliver workshops at school

## 9. Future Agenda Items

- Halloween disco
- Christmas Fayre
- Other fundraising and what is manageable/ achievable in the new set-up

## 10. Next Meeting

Monday 6th October - school with booze - 6pm

Abi to confirm with Lois

**Probus School Parent Teacher Association**  
**Accounts for the Year Ended 31 August 2025**

	2024/25			2023/24		
	Income £	Expenses £	Profit/Loss £	Income £	Expenses £	Profit/Loss £
<b>Fundraising Events</b>						
Halloween Disco	726.52	(391.06)	335.46	1,133.40	(723.47)	409.93
Bonfire Bingo	-	-	-	630.00	(223.00)	407.00
Christmas Fayre	1,713.88	(226.15)	1,487.73	798.34	(43.95)	754.39
Quiz Night	431.14	(213.48)	217.66	-	-	-
Someone Special – Mother's Day	301.28	(102.50)	198.78	256.64	(100.00)	156.64
Easter Bingo	1,188.38	(409.61)	778.77	1,329.88	(134.35)	1,195.53
Someone Special – Father's Day	155.00	(133.72)	21.28	159.58	-	159.58
Sports Day	-	-	-	40.86	-	40.86
Summer Fayre	1,375.47	(339.96)	1,035.51	921.31	(24.00)	897.31
Year 6 Leaver's Disco	1,087.96	(629.28)	458.68	798.26	(15.70)	782.56
<b>Total Fundraising Events</b>	<b>6,979.63</b>	<b>(2,445.76)</b>	<b>4,533.87</b>	<b>6,068.27</b>	<b>(1,264.47)</b>	<b>4,803.80</b>
<b>Other Fundraising Income</b>						
School Lottery	465.30		465.30	526.41		526.41
Christmas Cards	74.50		74.50	107.50		107.50
Grants	1,125.00		1,125.00	1,000.00		1,000.00
Give as You Earn	180.00		180.00	120.00		120.00
Matched Funding	3,151.20		3,151.20	651.80		651.80
Asda Cashpot	269.42		269.42	-		-
Other Miscellaneous Income	80.35		80.35	323.00		323.00
<b>Total Other Fundraising Income</b>	<b>5,345.77</b>	<b>0.00</b>	<b>5,345.77</b>	<b>2,728.71</b>	<b>0.00</b>	<b>2,728.71</b>
<b>Grants to Probus Primary School</b>						
Sports Day – Ice Lollies		(10.62)	(10.62)			-
Year 6 Music Licence			-		(395.00)	(395.00)
Trim Trail			-		(3,670.00)	(3,670.00)
Years 5 & 6 Trip		(1,600.00)	(1,600.00)		(1,600.00)	(1,600.00)
Ice Cream Van		(570.00)	(570.00)		(570.00)	(570.00)
Class Budgets		(1,600.00)	(1,600.00)		(1,600.00)	(1,600.00)
R.E. Curriculum Books		(314.50)	(314.50)			-
Nursery Books/Graduation		(24.38)	(24.38)		(70.00)	(70.00)
Leaver Hoodies		(352.00)	(352.00)		(474.00)	(474.00)
<b>Total Grants to Probus Primary School</b>	<b>0.00</b>	<b>(4,471.50)</b>	<b>(4,471.50)</b>	<b>0.00</b>	<b>(8,379.00)</b>	<b>(8,379.00)</b>
<b>Other PTA Expenses</b>						
Gambling Licence		(20.00)	(20.00)		(20.00)	(20.00)
Subscription – Parentkind		(153.00)	(153.00)		(140.00)	(140.00)
<b>Total Other Expenses</b>	<b>0.00</b>	<b>(173.00)</b>	<b>(173.00)</b>	<b>0.00</b>	<b>(160.00)</b>	<b>(160.00)</b>
<b>Total Income, Expenditure and Net Profit/Loss for the Year</b>	<b>12,325.40</b>	<b>(7,090.26)</b>	<b>5,235.14</b>	<b>8,796.98</b>	<b>(9,803.47)</b>	<b>(1,006.49)</b>
<b>Represented by:</b>						
Balance at Bank			10,710.05			5,470.81
Cash Float			300.00			304.10
<b>Total Funds</b>			<b>11,010.05</b>			<b>5,774.91</b>

These accounts were approved by the committee of the Probus School Parent Teacher Association at its Annual General Meeting on 10 September 2025 and signed on its behalf by:

.....  
Chris Dutton – Chair

.....  
Mark Phillips – Treasurer

# SUPPORT OUR LOTTERY TODAY

**£1 per  
week**

**Weekly  
cash prizes**

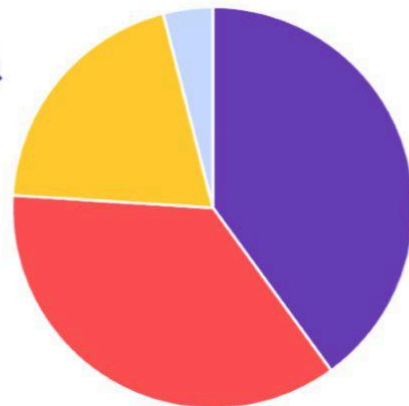
**£25,000  
jackpot**



**YOUR  
SCHOOL  
LOTTERY**



## Splitting the £1.00



- **40p** goes to our school
- **36p** goes to cash prizes
- **20p** goes to admin costs
- **4p** goes to VAT

## How it works...

It's simple—choose 6 numbers between 0-9 and if they match the weekly lottery draw, you win great prizes. One of our players will win a cash prize every week, maybe even the £25k jackpot! Tickets cost just £1 per week and the proceeds are donated to Probus Primary School

Every Saturday at 8pm the numbers are drawn and posted online. Winners are notified by email and winnings paid into the account of your choice.

The easiest way to join our lottery is online at [YourSchoolLottery.co.uk](http://YourSchoolLottery.co.uk) by direct debit or debit card.

**It's so easy to join and will make a real difference to Probus Primary School**

**The Maths...** 100 tickets sold a week means  
= **£30 weekly cash prize**  
= **£2,080 a year for our school**



To start supporting, visit:  
**[yourschoollottery.co.uk](http://yourschoollottery.co.uk)**  
and search for: **Probus Primary**

GambleAware

