

**Harrogate Grammar School**  
**PTA Meeting Minutes held on 2<sup>nd</sup> March 2022 via ZOOM**

**Present:** Kirsty Leedham (Chair), Kathryn Scott (Vice Chair), Tara Stagman (Treasurer), Jenny Clawson (Secretary); Kirstie Moat, Helen Coleman, Helen McCartney, Tracey D’Allesandro-Rixon

**Apologies:** Ali McLean, Shana Harrison, Nikki Jenkin, Kate Morris, Neil Renton, Sue Murray, Tim Milburn (Deputy Head),

No		Action
1	Apologies for absence received as above	
2	<p><b><u>Matters Arising from Minutes of 19<sup>th</sup> January 2022</u></b></p> <p>Minutes of the meeting held on 19<sup>th</sup> January 2022 were agreed.</p>	
3	<p><b><u>Review of Activities</u></b></p> <p>No activities.</p>	
4	<p><b>Treasurer’s Report:</b></p> <p>Our income in the year to date is £4,633 less expenditure of £2,538, giving us net income of £2,095 so far, details of which can be seen on the finance summary attached.</p> <p>The total of our current and deposit accounts give us a bank balance of £17,387.57 as of 2<sup>nd</sup> March 2022 of which £6,620.18 is currently uncommitted, aside from potential event costs yet to be paid.</p> <p>Included in the income we have over £2k from the sales of Burns night tickets but anticipate further costs that will need to be paid following the event.</p> <p>We have just £120 received for the March quiz so far with further ticket sales expected.</p> <p>The donation of £730 to JustB from the Soroptimists fashion show fundraising last term has been received into the PTA bank account and passed on to school in February. Also, a cheque was paid to school in February for £1286.97 for bids 136 and 137 for 2021 Y6/7 transition books and our 50% contribution to the Votes for Schools subscription cost for the year.</p> <p>Expenses recently paid by BACS or credit card by Tara for which a cheque has been written but not yet cashed for a total of £317.39 are broken down as follows:</p> <ul style="list-style-type: none"> <li>£50.00 Piper deposit for new April date Burns Night</li> <li>£80.00 Refund Burns Tickets via Stripe Payments</li> <li>£21.00 TENS Music Concert Dec 21 - reimburse Kathryn Scott</li> <li>£90.00 Wine for Music Concert Dec 21 - reimburse Rhona</li> <li>£20.00 Harrogate Council - Small Society Lottery Fee 2022</li> <li>£35.39 Refund Winnies Delights payment made in error</li> <li>£21.00 TENS Quiz Mar 22 - reimburse Kathryn Scott</li> </ul>	

	<p>Confirmation required from Mr Milburn on whether the annual bids for Birds of Prey for STEM week (£150), maths challenge (£400), and chess club (£200) are required for this year.</p> <p>Tara to re-send cash handling policy to Burns Night team.</p>	<p><b>Tim Milburn</b></p> <p><b>Tara</b></p>
5	<p><b><u>Update from Music &amp; PE</u></b></p> <p>Music – Spring concert to take place on Thursday 17<sup>th</sup> March – Volunteers arranged along with refreshments.</p>	
6	<p><b><u>New Bids for Consideration</u></b></p> <p>Tom Ryder – PE to send PTA quote</p>	
7	<p><b><u>Governance points</u></b></p> <p>Banking – New banking signatories have been finalised. Tara will update at next meeting.</p>	<b>Tara</b>
8	<p><b><u>Calendar of Events</u></b></p> <p><b>Spring Concert</b> – Thursday 17<sup>th</sup> March - All organised. Volunteers and refreshments have been arranged.</p> <p><b>Quiz night</b> –Friday 18<sup>th</sup> March 2022 Agreed ticket price to include the quiz and food: £15.00. Ticket sales have been excellent. We have a full house.</p> <p>All volunteers have been arranged; bar with contactless payments all organised.</p> <p>School catering team have agreed to serve curry, rice and breads from the hub.</p> <p><b>Second hand uniform sale</b> - to be held on Thursday 28<sup>th</sup> April. (Thanks to Kathryn for arranging. Volunteers have been arranged.)</p> <p><b>Burns Night II</b> – postponed from original date in January to 2<sup>nd</sup> April.</p> <p><b>Garden Party</b> – in the process of organising – 29<sup>th</sup> June 3pm TBC</p>	<b>Kirsty</b>
9	<p><b><u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>- Kirstie Moat to ask school about any plans for the Jubilee weekend.</li> <li>Kirsty Leedham to liaise to see if PTA can arrange a summer event.</li> </ul>	<b>KM and KL</b>

9	<b><u>Date of Next Meeting:</u></b> <b><u>3<sup>rd</sup> May 6.30pm</u></b>	
10	Meeting closed at 7.30pm	