

**Harrogate Grammar School  
PTA Meeting Minutes held on 3<sup>rd</sup> May 2022**

**Present:** Kirsty Leedham (Chair), Kathryn Scott (Vice Chair), Tara Stagman (Treasurer), Jenny Clawson (Secretary); Kirstie Moat (Associate Head Teacher), Helen Coleman, Helen McCartney, Tracey D'Allesandro-Rixon; Ali McLean, Tim Milburn (Deputy Head),

**Apologies:** Shana Harrison, Nikki Jenkin, Kate Morris, Neil Renton, Sue Murray

No		Action
1	Apologies for absence received as above	
2	<p><b><u>Matters Arising from Minutes of 2<sup>nd</sup> March 2022</u></b></p> <p>Minutes of the meeting held on 2<sup>nd</sup> March 2022 were agreed.</p>	
3	<p><b><u>Review of Activities</u></b></p> <p><b>Quiz</b> – Excellent turn out and great evening. Special thanks to the catering team for the amazing curries. Many thanks go to Andy McIntyre for being a brilliant quiz master.</p> <p><b>Burns Night</b> – Fantastic event and very well organised. Great fund raiser for the PE department.</p> <p><b>Second hand uniform sale</b> – Kathryn and her team of helpers did an amazing job with the uniform sale. Always a great opportunity to pick up extra uniform. Discussed the possibility of selling some uniform in charity shop. Kathryn is looking into logistics. It was agreed that we want second hand uniform affordable and accessible to all.</p>	<b>KS to research</b>
4	<p><b>Treasurer's Report:</b></p> <p>Our income in the year to date is £14,994 less expenditure of £4,787, giving us net income of £10,207 so far, details of which can be seen on the finance summary attached.</p> <p>The total of our current and deposit accounts gives us a bank balance of £25,836.18 as of 30<sup>th</sup> April 2022 of which £7070.79 is currently uncommitted, aside from potential event costs yet to be paid.</p> <p>Our PTA quiz in March raised over £3.5k which is excellent.</p> <p>Included in the income we have over £8k from the successful PE/PTA Burns Night event less costs of just over £2k so far. We anticipate some further costs and income for this event as further sponsorship and matched funding is expected. The income from this event will be ring-fenced for use by the PE department.</p> <p>No confirmation has been received on the need for this year's annual sums for Birds of Prey for STEM week (£150), maths challenge (£400), and chess club (£200). These will be removed from the planned expenditure for the year.</p> <p>On receipt of an invoice from school, we will pay the £1.5k additional</p>	

	<p>contribution to the Outdoor Space provision discussed at previous meetings. Action: HGS Finance to provide an invoice to the PTA.</p> <p>A quote (including VAT if applicable) is required for the netball and rugby post protectors - we have £2.7k earmarked for this. Action: Tom Ryder</p> <p>Cheques to the value of just over £800 have been issued but not yet cashed :</p> <ul style="list-style-type: none"> <li>• Chq 100382 Wharfeside Hire (Burns Night glass hire) £317.39</li> <li>• Chq 100384 Kirsty Leedham flower for Burns table decs £30.00</li> <li>• Chq 100386 Cold Bath Brewing Co (Burns Night beer) £468.00</li> </ul> <p>After numerous attempts, the latest request to HSBC to update banking signatories on the PTA bank account has been actioned and there are now just three members of the committee listed as authorised signatories against the current and deposit account - with any two to sign - Tara, Kirsty and Jenny.</p> <p>However, the nominated individuals for online banking are out of date - currently listed as Robert Sinclair and Murray Trantor, neither of whom are involved with the PTA. All agreed at the meeting for Tara Stagman to be the nominated online banking representative. There was discussion around the issues caused by not being able to make online payments direct from the PTA bank account and all agreed that if there is the option for online payments set up by Tara to be approved by an email from the Chairperson - Kirsty Leedham, this would satisfy our requirement for two to sign and enable us to make online payments on behalf of the PTA. A member of the PTA is also involved with Pannal Ash Junior Football Club and confirmed that the same arrangement works for their online banking arrangements, allowing them to arrange online banking payments.</p> <p>Tara will take a copy of the minutes of this meeting to the bank to update the nominated online banking representative name to herself and to request arrangements be put in place to allow for online banking payments to be made.</p>	
5	<p><b><u>Update from Music &amp; PE</u></b></p> <p>No updates</p>	
6	<p><b><u>New Bids for Consideration</u></b></p> <p>No new bids</p>	
7	<p><b><u>Calendar of Events</u></b></p> <p><b>Garden Party</b> – in the process of organising – 29<sup>th</sup> June 3pm Invites to go out</p> <p><b>Second Hand uniform Sale</b> – 14<sup>th</sup> July</p>	
8	<p><b><u>Any Other Business</u></b></p> <p>Discussions about current committee standing down.</p>	

9	<b><u>Date of Next Meeting:</u></b> <b><u>21<sup>st</sup> June 6.30pm</u></b>	
10	Meeting closed at 8pm	