



Sherwood Primary School PTA,
Wednesday 30 April, 7pm, Zoom

Attendees: Lianne Bowker, Stephanie Dunbavan, Katy Moren, Venkat Nallamilli

Apologies: Jodie Lumb

Minutes

- a. Steph has emailed Mr Quirk to obtain the audit of last year's account. We are conscious of getting things settled prior to Mr. Quirk leaving Sherwood. Steph to email 23/24 ac statements to Karen/Lianne once signed off by Mr. Quirk
- b. Non-uniform day/KS1,2 Disco – funds raised circa £1200, of which £854.07 was profit. All agreed that both events were successful, in terms of community engagement and from a fund-raising perspective. All agreed that a detailed breakdown to see exactly where we are making funds e.g. tickets/parent pay vs tuck shop etc would be useful
- c. Uniform shop has raised £157. Steph to collect £69 from the safe, there is also £53 in an envelope in the office on a shelf along with the £35 Steph is already in possession of.
- d. Gymnastics board – we are awaiting an invoice from the school in order to then release a cheque for the required amount so we can get this into the school ASAP for use by pupils.
- e. Bingo event and related finances: Spend £300.20, income £426.70. Profit = £126.50
- f. Steph is going to organise adding Mrs Lumb as a signatory for the new bank account.
- g. Steph is in the process of gathering all the bank statements from August 2024 to current and will drop these into school
- h. Lianne to obtain bank ac access including online logins/bank card
- i. School Lottery – x2 returns need signing off by Steph/Lianne and sent back to the council by end of May

Face-to-face meeting

- a. As per Mrs Lumb's request, an in school face-to-face meeting to be arranged soon, so that we can plan the summer fair as well as discuss the accounts and agreed protocols around finances so that we are compliant.
- b. Looking ahead to potential events in the last term of the year and leading up to Xmas 2025
- c. Stock take of tuck shop stock and other items left over from previous events that can potentially be used in the summer fair

Date of Next Meeting: TBC