

# FRIENDS OF RUSSELL HALL

## MINUTES

CHARITY REG NO: 1186966

### Details

Date: 21/06/2022  
Time: 09:00 (AM)  
Location: Russell Hall Primary School

### Attendees

- Becci Simpson (Chair)
- Kristina Jankauskaite (Secretary)
- Katie McGee
- Kath Greenwood

### Approval of minutes

General meeting minutes will be held on file for record purposes once charity members have reviewed them on WhatsApp group.

### Agenda

- Queens Jubilee event
  - o Finances
  - o Reimbursement
- PTA activities and plans for next year
  - o Sports day
  - o Summer fair
  - o Next academic year starting in September 2022
  - o Other
- Next meeting

## Queens Jubilee event

### Finances

- We are still waiting for the council grant to be transferred to the PTA bank account.
- Still awaiting receipt from the DJ (Robert Hargreaves) who is then donating money back to PTA as agreed during Jubilee picnic meetings.

### Reimbursement

- We will have to make a list of items the money was spent on, signed and witnessed.
- Cheques can be issued for every item or a total spend per person.
- Any items to be reimbursed but still in possession of event organisers will be reimbursed by cheque and handed over as a clean swap.

## PTA activities and plans for next year

### Sports day

- We will arrange to serve some refreshments for upcoming sports days in July.

### Summer fair

- Plan activities to be held in playground and most suitable day of the week.
- Activities:
  - tombola
  - non uniform day with donations, such as toys, instead of money which can then be used for the tombola, or a £1 if some do not want to bring a toy
  - cake sale
  - some stalls
  - games, affordable or free with small prizes

### Next academic year starting September 2022

- Welcome letter needs updating – put school books on done list, new playground as next target and benefits of it. We will also do a leaflet version of the welcome letter. Welcome letter to be handed out to new starters in September.
- See if PTA can have access to Dojo so that all updates can be posted directly.
- We need to have 3 monthly plan for PTA activities with monthly meetings.

### Other

During the meeting we were informed that current treasurer Emma John Baptiste is stepping down. Kath Greenwood volunteered to take over the treasurer role – we will arrange handover for the next meeting in July.

### Next meeting

To be confirmed.