

Kings School Hove Parent Teaching Association

Registered Charity No. 1167661

Meeting – 22/09/ 2025

Date	22 nd September 2025
Time	7.30 - 8.50pm Kings School Hove
Attending	Amanda Roberts – Chair Lisa Leaf Hayley Kelso – Vice-Chair Sally Crawford – Treasurer Matt Lovell – Staff Representative Beverley Webb Deborah Tucker Nikki Nestora Elif ?? ??? Paul Roberts - Secretary

		Actions
1	Welcome and apologies for absence	
1.1	The Chair welcomed everyone to the meeting and there was a brief round of introductions.	
1.2	Apologies for absence were noted for: Celia Nicholls, Anna ????, Ally Soanes and Suresh Vasnani	
2	PTA Officers Update	
2.1	<p>The PTA Chair and Deputy Chair updated the meeting on activity since the start of term this included:</p> <ul style="list-style-type: none">- Some edible gifts were provided to the King's staff to welcome them to the beginning of the term.- The PTA Cupboard was cleaned and organised. A special thanks to Beverley Webb was recorded.- The PTA had supported the YR7 Welcome evening providing refreshments. Alison and Hayley were thanked.	
2.2	Treasurer's Update – The Treasurer confirmed that the kit for the girls' football team was purchased for the school. There are funds held by the PTA that are yet to be allocated. It was agreed that the PTA Chair would talk to the Headmistress about fundraising items.	PTA Chair to talk to Headmistress about fundraising items.

3	3rd October Colour Run Planning	
3.1	Paint – Following discussion and reviewing guidance from other colour run events, it was agreed that additional paint should be ordered. A final check of existing paint stocks would be undertaken first before a decision is made. It was agreed that if there was some additional paint it could be sold to participants. Deborah Tucker confirmed she could provide paper cups for the paint throwers.	Sally Crawford to ensure additional paint ordered if required. Deborah Tucker to provide paper cups.
3.2	Water guns – PTA members were encouraged to bring water guns to the event to squirt participants. Matt confirmed the school could provide a hose too.	PTA members to bring water guns to the colour run
3.3	Colour run course – Matt agreed to support the marking out of the course. It was suggested that a 2km loop (the equivalent of the junior park run) might be a suitable distance – this would involve several laps of the school field. Volunteers throwing colours would be located on each corner.	Matt Lovell to mark out the colour run course.
3.4	Decorations - The meeting agreed a banner (e.g. a painted sheet) with 'Colour Run' on it would add to the event. Lisa Leaf agreed to talk to the School's Art Department.	Lisa Leaf to discuss Colour Run banner with the school's art department.
3.5	Communication – (1) All PTA members were encouraged to promote the event via WhatsApp parent groups they are part of, using the poster provided in the PTA WhatsApp group. (2) It was agreed that a PowerPoint slide promoting the event should be shown in the morning tutor group meetings. (3) The event should be promoted in the next school newsletter as well (with an updated link). (4) Matt agreed to highlight the colour run to staff colleagues at the next Monday meeting.	All – To support the promotion of the Colour Run event.
3.6	Ticket Sales – Around 50 tickets had already been sold covering ~26 families.	
3.7	Announcements/Ambiance - The school would be able to provide a megaphone and a PA system to support the event. Requirements for a music license would be checked. It was agreed that Celia Nicholls would be good on the megaphone encouraging the runners!	School to provide PA system and megaphone
3.8	Volunteers – The Chair of the PTA would send out a poll on the WhatsApp group to confirm when PTA members would be available	PTA Chair to send out colour run volunteers' poll and

	to support the colour run. The Chair of the PTA would also talk to the Headmistress about potential 6 th form volunteers.	talk to headmistress about potential 6 th form volunteers.
3.9	Refreshments – Elif agreed to buy refreshments from the cash and carry for the colour run. The Chair of the PTA would provide a list of the usual items purchased.	Elif to purchase refreshments for the Colour Run event.
3.10	Preparation – It was agreed there should be a group that came into the school on the afternoon/evening before the event to prep the powder. The Chair of the PTA would organise this via the WhatsApp Group.	PTA Chair to organise preparation volunteers.
3.11	Warm-Up – Matt confirmed he would liaise with staff at the school so that there was a warm-up before the race. Mr Bello-Wilson was recommended!	Matt Lovell to liaise with staff colleagues about a warm-up prior to the colour run.
3.12	Risk Assessment – The Chair of the PTA would liaise with the school about the risk assessment and whether any updates were needed to the one held on file.	PTA Chair to liaise with school on risk assessment.
3.13	Photography – The meeting discussed the need to be mindful not to publicly share photographs from the event in line with the school policy. It was agreed that the PTA Chair should liaise with the school about any photos that could be used after safeguarding checks to promote future colour run events.	PTA Chair to liaise with school about Photography.
3.14	Event plan – The Chair of the PTA agreed to summarise the discussions into an event plan for the Colour Run. The expected times were: 2pm Set-up, 3.30pm Event start/registration and warm-up; 4pm Race; 5pm clean-up.	PTA Chair to create and distribute event plan.
3.15	Visibility of volunteers – Members agreed that it would be good to invest in either badges or lanyards to clearly identify PTA volunteers supporting events.	PTA Chair to identify options.
4	Future events	
4.1	The Headmistress had expressed interest in the PTA organising and supporting a disco for YR7 and YR8 students.	
4.2	<p>The meeting discussed hiring equipment from the resource centre future events (e.g. Kings Day). In particular:</p> <ul style="list-style-type: none"> - A bicycle that was used to create smoothies - A candy floss machine 	All – Were encouraged to look at the resource centre options.

	- Stocks	
4.3	The next confirmed PTA event is the November musical/winter showcase at the school.	
4.4	It was suggested that the PTA might want to use the free Eventbrite booking tool for future events.	
4.5	PTA members were encouraged to provide any ideas for future PTA events via the PTA WhatsApp group prior to the next meeting.	All – Provide ideas for future PTA events via the PTA WhatsApp Group.
5	Next meeting It was agreed that the Chair would send out a poll via the PTA WhatsApp group to find the best date for the next meeting.	PTA Chair to send out poll for next meeting.