

Kings School Hove Parent Teacher Association**Registered Charity No. 1167661****Meeting – 02/02/2026**

Date	2 nd February 2026
Time	7.45 - 9pm Kings School Hove
Attending	Amanda Roberts – Chair Hayley Kelso – Vice-Chair Sally Crawford – Treasurer Matt Lovell – Staff Representative Nikki Nestora Elif Ceylan Lisa Leaf Beverley Webb Leela XXXX 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, Ally Soanes, Jules, Julia Nixon, Katherine O’Hara and Suresh Vasnani	
2	Review of Recent PTA Events	
2.1	<p>Hot Chocolate & Uniform sale – This was a very busy event after school. The combination worked well with £160 from uniform sales and a profit of £176 from the Hot Chocolate and Cookie sale. The following suggestions were made:</p> <ul style="list-style-type: none">- The urns were exceptional hot and a risk assessment for their use has now been completed. When they are full, they are very hard to move, and it was recommended that equipment to support their transportation be looked at. One urn is estimated to hold 90 cups.- Re-locating to the courtyard and with some barriers to help control the queues should be considered for a repeat or similar event.- More than four volunteers were needed for the event and ideally more than one log-in to the sum-up system for card payments.- Whilst communication went out through the available channels (School Newsletter, Tutor Groups, E-mail to parents and	<p>Chair to look at options for transporting urns.</p> <p>PTA to liaise with School site management team on barriers to support safe queuing.</p>

	<p>WhatsApp Year Groups), a lot of children did not come to claim their hot chocolate and cookie.</p> <ul style="list-style-type: none"> - Whether the event could become more fixed in the calendar (e.g. A similar event is held at the start of each term). 	
2.2	<p>Winter Showcase – This was another busy and event with £280 taken at the event (post meeting note from Treasurer). The following points were raised:</p> <ul style="list-style-type: none"> - A lot of food needed to be purchased on the day of the event, since stock in the cupboard was out of date and, therefore, could not be sold. Those doing stock takes before events were reminded to check dates on products. - The urns can take time to fill and need to be given ~20-30 minutes to heat up. - It would be good for future events if the PTA were able to use the cafeteria area to serve from. It was recognised that this may not be resolved prior to the School Play next week. - There was a slight delay due to needing a WIFI code to set-up the sum-up machine. 	<p>Matt Lovell to explore use of Cafeteria area with school food contractors.</p> <p>Chair to raise use of cafeteria space at next meeting with Headmistress.</p> <p>Chair to raise the challenge of access to the WIFI for PTA events with Headmistress.</p>
3	Next Event: School Play – Alice in Wonderland	
3.1	<p>The School Play will be performed on the evenings of Tuesday 10th Feb, Wednesday 11th Feb and Thursday 12th Feb. A WhatsApp poll would be sent to check on volunteers' availability for the event. The provision would be akin to the provision at the Winter Showcase, and 4-5 volunteers would be needed each night from 6pm to set-up until clean-up ~9.30pm.</p>	<p>Chair will send a poll for availability to support the event.</p>
3.2	<p>The PTA were delighted to hear the new lighting desk (provided by PTA funds) had arrived and would be used for the School Play. It was suggested that an announcement and or PowerPoint slide about it and the role of the PTA could be given at the interval or end of the show. This was seen as a good opportunity to highlight the work of the PTA and encourage attendees to donate. Several show related asks were identified:</p> <ul style="list-style-type: none"> - An electronic piano (mentioned by the Music Department) - Updated microphones that could be easily used for all announcements. The Chair was asked to raise the use of mics at School events and meetings more broadly with the Headmistress. <p>The following no-related item was noted:</p> <ul style="list-style-type: none"> - A high-quality (storm proof) Gazebo for outdoor events. 	<p>Chair to discuss future items for the PTA to fund and an announcement at the School Play with the Headmistress.</p>

	<p>- A machine to allow donations to be taken.</p> <p>It was agreed that the proposed announcement and wish-list of items for the PTA to fund should be discussed with the Headmistress.</p>	
4	School Disco	
4.1	<p>The meeting noted that the planned date for the School Disco would clash with the 'Let's Dance' Event at the Dome, which was very popular with Years 7 & 8. It was agreed that an alternative date should be found and the 26th March was proposed. It was still proposed to stick with the previously agreed timings (6.30pm - 8pm) and for it to be only for YR7 & 8 pupils on the register at Kings. Tickets would be available via parent pay, with pupils able to purchase refreshments at the event.</p>	<p>Chair to raise moving the date of the School Disco to the 26th March.</p>
4.2	<p>DJ – Once the date was confirmed, it was agreed that Mr Bellingham and/or Mr McCardie should be approached to DJ.</p>	
4.3	<p>Lighting – The possibility of borrowing some lighting from Aldrington PTA was discussed. Elif agreed to explore the possibility and logistics (e.g. when to deliver/return and where to store etc.).</p>	<p>Elif Ceylan to liaise with Matt Lovell about Lighting.</p>
4.4	<p>Decorations – It was agreed that if there is good lighting in place, this was not critical.</p>	
4.5	<p>Refreshments – Ice cream, sweets (e.g. candy necklaces/snakes), fizzy drinks, freeze pops were all suggested. It was agreed that local supermarkets could be approached to support the event. Elif confirmed that she had the name of the contact for the local Co-op and would pass to the Chair. Hayley agreed to send letters to the supermarkets once contact points were confirmed.</p>	<p>Elif to provide contact details for supermarkets to Amanda; Hayley to draft letters requesting support once contact details provided.</p>
4.6	<p>Volunteers – It was agreed that a team of 6-7 volunteers from the PTA would be needed for this event. This team would hold a planning meeting once the date was confirmed. Matt Lovell to check on ratios of pupils to adults needed.</p>	<p>Chair to draw together team of volunteers for School Disco once the date was agreed.</p> <p>Matt Lovell to check on ratio of pupils to adults needed for the event.</p>
5	Future Events	

5.1	<p>The meeting was reminded to consider the purpose of future events (e.g. community building vs fundraising or a combination of both) and the different target audiences the PTA sought to serve (parents, pupils and staff). The following future events were discussed:</p> <ul style="list-style-type: none"> - Year 6 Induction Day (Student and New Parent focus)– This would involve a uniform sale but could also include ice-creams (especially ones donated by supermarkets – ref. Minute 4.5). - Sports Day (Student focus) - Karaoke event (Either Parent or Student focus) - Quiz Night (Parents) - This would be an event in the evening during the summer. It was noted that Katie Holbird (a School Governor with experience of running quiz nights) could be approached. Refreshments (including chilled white wine, cheese and crudites) were proposed. <p>The meeting agreed to progress the quiz night proposal for the summer term. Lisa Leaf agreed to approach Katie Holbird and the Chair would discuss the timing of the event with the Headmistress.</p>	<p>Chair to liaise with Mrs Price on quiz night proposal.</p> <p>Lisa Leaf to approach Katie Holbird regarding potential quiz night.</p>
6	Any other business	
6.1	<p>Use of PTA funds – Lanyards and Trolley</p> <p>It was agreed that lanyards for the PTA should be purchased. The Lanyards would be in line with the School's branding and state 'PTA Volunteer'. Matt Lovell agreed to explore the production of lanyards.</p> <p>The meeting agreed that a trolley to support the transportation of PTA stock should be invested in. Matt Lovell agreed to advise on quality of trolley.</p>	<p>Matt Lovell to progress PTA lanyards and advise on quality of trolley to support the work of PTA.</p>
7	<p>Next meeting</p> <p>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.</p>	<p>PTA Chair to send out poll for next meeting.</p>