

PTA Meeting Three of School Year 2017/2018 Minutes

Present: Andrea Towse, Ann Hollings-Tenant, Cassie Harrison, Helen Rosie, Jules Padgett, Megan Norris, Michelle Norris, Rachel Fisher.

1. **Apologies:** Aimee Shuttleworth, Hannah Astin, Sarah Norton, Tony Turner.
2. **Minutes of the last Meeting recorded on Thursday 5th October 2017** – checked and agreed after noting a surname change.

3. **Matters Arising**

Macmillan Coffee Morning

Had gained an extra donation for cakes taken to the Lancaster Park Run and the final total banked was £550.

Fundraising Ideas

The tea towel design had been completed, proof approved and 100 tea towels ordered after parents had indicated pre orders totalling 77. Cost price per tea towel was £1.65, sale price would remain £3.50. Thanks were given to Megan for creating the design. Order forms would be included in a newsletter after half term. The Christmas card deadline was 17th November. Teachers were confident they would fit this in after half term to meet the deadline. **Action: MN to liaise with school over newsletter announcements.**

Prosecco Evening

The tickets and posters had arrived at a cost of £14.00, photocopies would be made for selling extra tickets on the night. The best way to purchase the prosecco was discussed including opening a Bookers account or buying from supermarkets when on offer. Megan would ask Lisa Taylor how much she could source it for and JP would ask contacts at the Ship in Caton. It was agreed to purchase 12 bottles at a cost of no more than £5 each if possible.

Action: MN to organise drinks, nibbles and glasses with Jess Draper. Liaise with school over newsletter announcements. AT to create a rota and place in school nearer to the event. Prosecco cost investigation Megan & JP.

Christmas Fair

The date had been advertised in Contact magazine and Mr Stafford-Roberts had agreed that the raffle prize mufti day could take place on Friday 17th November.

Fundraising Ideas

It was noted that the meeting had missed discussing the Easy Fundraising website PTA had an account with and that it was currently underutilised. It was agreed to promote this free way of raising money by holding a competition with a prize for the person who raises the most money since the site has a leader board on it. It wasn't know who had the administration details for the account. **Action: MN to create a flyer to go in Friday bags and to acquire the account login details.**

PTA Contributions to School

Presents from Father Christmas were discussed and it was agreed to purchase a variety of mini Orchard Toy games for infant children. Lego boxes for year 3 & 4 children (boxes of a set colour to create 4 items) and travel games for year 5 & 6 including cluedo, monopoly etc. It was agreed that wrapping the gifts be split between a few of the committee members and hand written name tags be written for each child. It was agreed to ask Dave Collins to be Father Christmas again and MN would ask for a date from school.

MN had spoken with Mr Stafford-Roberts about the PTA contribution towards a groundsman in place of the parent helper day. It was agreed to employ the current care taker for some extra hours to do specific extra tasks at £11.50 per hour up to £50. It was agreed to consider extra spend again in the spring should more work be

needed that is outside of the care takers usual role.

Action: *MN would ask for a list of children from school, buy gifts, unisex wrapping paper and tags and distribute for wrapping. MN to get date and get in touch with Dave Collins.*

4. Christmas Fair

Discussion took place over what had been done in previous years. It was agreed to make the stalls games focused this year. It was agreed to serve sausage buns again since it was over a lunch time. HR agreed to lead on this and purchase locally where possible. It was agreed to source some gluten free (6) and vegetarian sausages (12). HR would pre-cook the sausages and onions and use slow cookers and the oven to keep them warm. Cakes and refreshments would be served as usual and it was noted that we had enough refreshments and plates on hand already. AT would try and source 100 or more cake boxes from a contact of hers who had possibly supplied them previously. Other game ideas were discussed and it was agreed to include the big wooden connect 4 game which had been donated by Jessica Norris. AT would research some other popular games on the PTA websites. Year six children would be asked to help supervise games. Guess the weight of the cake was discussed and it was agreed that the amount of effort required possibly outweighed the benefit, HR was happy to bake again if needed.

Activities would include:

Higher lower game

Lucky dip

Adult and children's tombola

Raffle

Name the teddy

Guess the number of sweets in a jar

Decorated treat filled jars

Face painting and temporary tattoos

Nail painting

Connect 4

Refreshments (inc cake and sausage buns)

It was noted that there were some game prizes left in the kit cabin and a request for more would go out before mufti day with the raffle prize request. It was agreed to include a request that items donated must be new and any food items be well within best by date. The tombola would include lots of small prizes to ensure it lasted the whole event. Table cloths were in the process of being ironed and plastic red/white overlays were in the kit cabin. Set up would be organised for the Friday afternoon straight after school and it would be suggested that children be able to watch a DVD while parents help. It was agreed that a rota system would not be possible for the Christmas Fair due to the amount of help needed in all the different activity areas.

Action: *MN to organise assembly for jar decorating activity at least two weeks before the fair.*

AT to research a few more games.

HR to organise sausage buns.

HR & RF to wrap raffle prizes.

MN & MN to lead on requests to local business for raffle prizes.

HR/MN to ensure each raffle prize has a donated by label on it if appropriate.

MN to organise a volunteer help request in newsletter after the prosecco evening.

MN to organise the request for raffle prizes in the newsletter before mufti day encouraging people to ask any business contacts they may know for a prize.

5. Any Other Business

It was noted that MN had the bank forms needed for the signatory changes and this would be completed soon.

Next Meeting: TBC