

PTA Meeting Two of School Year 2017/2018 Minutes

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

Apologies: Aimee Shuttleworth, Jess Draper, Jim Wilkinson, Sarah Norton, Jules Padgett, Tony Turner.

1. **Minutes of the last Meeting recorded on Monday 18th September 2017** – checked and agreed after noting two surname changes and the next meeting date alteration.

2. **Matters Arising**

- a. **Macmillan Coffee Morning**

The Coffee morning took place on Friday 29th September, and raised a fantastic £531. There had been a steady flow of people visiting and the new rota system had worked really well. The raffle had raised an equal amount of money to the cakes. The takeaway cakes went well and the leftovers meant that there was one cake per child to give out at playtime. The same rota system would be used at future events. More milk would be brought for next year's coffee morning (8 rather than 6) and baby wipes on the cake stall were a must! Everyone was thanked for their contribution to the event.

- b. **Fundraising Ideas**

The Christmas Card slot had been booked and the kit had arrived. The tea towel pictures had been completed by the children. The cost price varied as to how many were ordered ranging from £1.45 to £1.70 or more for less than 100. There was a discount if an order was placed before half term so MN would ask for a slip to be included in the newsletter to try and establish how many to order. It was agreed to sell them at £3.50 each, this would be advertised to help parents decide how many they would like. 20/30 extra to the number indicated would be ordered to sell at the Christmas Fair and any left overs might be given as gifts to the non-parent school helpers. Megan Norris agreed to coordinate the design of the tea towel, it was agreed that the ink would be red and it would be a random placement of children's pictures. **Action: MN to organise with school, Megan to liaise with MN over design and sending off.**

3. **Prosecco Evening**

The Prosecco evening would be held on Friday 17th November which was the same week as last year. Thanks were given to Jess Draper who had done an amazing job and secured 15 stalls and had a waiting list. Posters and tickets had been ordered, and a copy of the tickets would be taken to reproduce extras for on the night raffle ticket sales. Set up would be after school on the Friday, stalls would be arriving from 6pm and MN would liaise with RF as key holder over opening school up in time. AT would create a rota for people to sign up to after half term. It was noted that four volunteers would be needed for each slot, covering the door and welcoming, serving glasses of prosecco, selling extra raffle tickets and washing up. It was noted that the charge on the ticket was for the raffle not the glass of prosecco. It was agreed that a ticket would be drawn from the raffle every 15 minutes and the winner given a pre-selected prize. Stall holders had been requested to donate an item of stock rather for the raffle in place of a stall fee. MN would organise drinks and nibbles. It was noted that last year the glasses had been donated by the Tesco hire service. There were some glasses in the kit cabin and it was agreed that PTA would purchase 2/3 dozen more at a cost of around 50p each depending on how many we had. **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.**

4. Christmas Fair

It was agreed to hold a planning meeting on Thursday 16th October at 2.30pm in school. The Christmas Fair would be held on Saturday 2nd December. The village website had been checked for any clashes of events. AT would ensure the date went into the local contact magazine. MN would ask for the date to go into the school newsletter. MN would liaise with Mr Stafford-Roberts regarding a mufti day where the charge per child would be a raffle prize contribution. It was suggested that this be Friday 17th November if possible to ensure there was enough time for HR and RF to create raffle hampers. The jar decorating competition would also be run again, jars to be sold at the fair for £1, only one jar to be purchased per child until the end of the fair when they could be offered out to anyone.

Action: *MN to liaise with school as above. AT to get date into contact. HR & RF to create hampers.*

5. Fundraising Ideas

It was agreed to consider the following ideas at a future meeting after Christmas.

Usborne Book Scheme.

Children gain sponsorships for reading and Usborne match fund books for school.

Matchboxes.

Children are asked to fill matchboxes with different items, prize for the most in one box. More investigation was needed into how this raised money as it was thought to be an excellent fundraiser in previous years.

Smarties Tubes.

Children are given a tube of smarties each and asked to return filled with 20p pieces.

Film/Disco Nights/Afternoons.

Discussion took place over how these could work without supervision problems and it would be considered in detail in future.

National PTA Raffle.

It was noted that the charities trust run a national raffle where they provide all tickets and adverts for no more than 7p per ticket. They take a 25% cut of sales but cover the raffle licence and offer large prizes such as a car. It was thought that current raffles are well supported and work well as they are.

50 Club

It was noted that PTA no longer run the 50 club as the return was minimal.

Cash Raffle

St Johns Hospice Fundraiser

Hornby Pool Campaign

Discussion took place over organising a family event to run alongside the fundraising events already being hosted by the Save Hornby Pool community group. PTA could perhaps support the pool campaign since school used the facility for junior children and may wish to do so again should it re open.

6. PTA Contributions to School

It was agreed to support the various trips and pantos that PTA usually support annually if approached by school for a contribution again. It was noted that the bank balance was healthy and funds should be distributed to the benefit of all children rather than being a large sum in the bank. Presents from Santa for children at Christmas was discussed and it was agreed to increase the spend from around £3.80 to £5.00 per child to enable purchase of one larger age appropriate gift per pupil. MN would ask for ideas from the school council of where PTA could support school. A parent suggestion had been received about PTA funding a groundsman once a year to replace the annual parents help day which had been poorly supported in previous years. It was agreed that decisions regarding spending would be made at meetings where possible, if timing prevented this decisions would be made with consultation of the full committee.

Unfortunately time ran out during this item and the meeting was adjourned.

Next Meeting: Thursday 19th October 2017 2.30pm – Main focus Christmas Fair Planning