

PTA Meeting Three of School Year 2018/2019 Minutes

Present: Helen Rosie (HR), Michelle Norris (MiN), Rachel Fisher (RF), Jules Padgett (JP), Megan Norris MeN), Catherin Coop (CC), Tim Smith (TS)

1. **Apologies:** Cassie Harrison, Sarah Norton, Rebecca Wilkinson.
2. **Minutes of the last Meeting recorded on 11th** – checked and agreed.
3. **Matters Arising**
 - a) **Play costumes** – still to do. **ACTION: MiN & MeN.**
 - b) **Second Hand uniform** – Some stock had been sold at the end of term and MiN has a list of what remains. **ACTION: MiN to speak to Mrs. Sharpe re. storing it in school rather than the cabin.**
 - c) **NFU Farmvention** – **ACTION: MiN to speak to Mr S-R.**
 - d) **Race for Life for schools** – **ACTION: MiN to speak to Mr S-R.**
 - e) **Presents from Santa** – After checking prices online it was agreed to purchase a chocolate novelty for each child and have their name iced onto it, at a price of approx. £4-£5 per child. Three different designs would be purchased for infants, lower juniors and upper juniors. **ACTION: MiN to check with Mrs Sharpe re allergies and names. MeN agreed to purchase sufficient gift tags for all pupils and it was agreed to share the wrapping between a number of people. MiN to check date of party, ask DC to be Father Christmas and order chocolates online.**
4. **Race Night**

TS had investigated the options for race night and shared information on how it would work. Although the PTA could run it themselves, it would involve a lot of work and stress on the night. TS explained that for a cost of £240, a company would come in and run the night for us. They would bring a screen and projector and would also provide commentary on the races. We would need people to take the bets but they would provide machines to do this on, and we would keep all betting money. Money would also be raised by asking local businesses to sponsor races at a suggested cost of £25, and parents/pupils etc could sponsor horses and/or riders at a suggested cost of £2. We could sell tickets/ charge for entry, have a bar and sell snacks/food if we wished. It was unanimously agreed to outsource to the company and aim to cover the cost through sponsorship mentioned above. It was also unanimously agreed that there was not enough time to prepare thoroughly for the date of 23rd November originally set, and it was agreed to postpone the event until March, and to make it a family event in the hope of encouraging more people to attend. We would need to obtain a temporary licence to sell alcohol and check the terms of our gambling licence. **ACTION: MiN to message committee members to agree a date in March and once agreed TS would book the race night organisers.**
5. **Christmas Fair**

MiN informed the meeting that KSR had okayed the provisional date set of Saturday 1st December and agreed to a Mufti day in return for raffle prizes to be held on Friday 16th November. The Christmas Fair would take place 12-2pm. The following stalls were agreed:

STALL	ACTION NEEDED
Sausage Buns	MiN to ask her mother-in-law to cook the sausages that morning, MiN would go on the stall. MiN to buy sausages (inc GF & vegi), buns and condiments.
Refreshments	MiN to check stock cupboard for what's needed and buy milk
Cakes	Ask parents for donations via newsletter. (MiN) Check paper plates and napkins. (MiN)
Raffle	Mufti day for prizes. TS offered to source prizes from local businesses (MiN to provide letter on headed paper) and MiN would put a request to parents in newsletter. HR agreed to put hampers together. Raffle tickets to be sent home in Friday bags as in previous years, £5 per child.
Decorated jars tombola	Competition as in previous years with prizes for infants & upper/lower juniors. MiN to put info in newsletter and pictures of examples on FB page.
Tombola	Prizes needed – request via newsletter. MeN agreed to help set up the night before.
Decorated biscuits	HR offered to run this activity, and to make biscuits and buy all resources needed.
Face painting	MN to ask Sara Brown who has done it in the past.
Nail painting	Nicola Turner has volunteered for this stall.
Glitter tattoos	CC agreed to run this again. PTA offered to pay for cost of resources.
Lucky dip/lollipop lotto	Lots of lucky dip prizes left from the summer fair. MiN to buy lollies for lotto game.
Jar Ping Pong	MiN to buy lots of little prizes.
Pin the nose on the reindeer	MiN to investigate.

ACTION: MiN to produce flyer for Friday bag with all Christmas Fair info for parents including requests for all donations mentioned above.

6. AOB – Easy fundraising to be advertised via newsletter.

Next Meeting: TBC