

PTA Meeting Four of School Year 2018/2019 Minutes

Present: Cassie Harrison (CH), Kate Hill (KH), Michelle Norris (MiN), Tim Smith (TS)

1. **Apologies:** Aimee Shuttleworth (AS), Hannah Astin (HA), Helen Rosie (HR), Jules Padgett (JP), Megan Norris (MeN), Rebecca Wilkinson (RW), Sarah Norton (SN), Tony Turner (TT)

2. **Minutes of the last Meeting recorded on 1st November** – checked and agreed.

3. **Matters Arising**

a) **Presents from Santa** – Thanks were given to Andrea Towse for organising the gifts from Santa and to all the other volunteers for wrapping.

b) **Christmas Fair**

The Christmas fair made £1105.19, congratulations and thanks given to all involved.

4. **Race Night**

TS had been in touch with the race night organisers and was awaiting a response. It was agreed to hold the family race night on 22nd March 6.30pm – 9.30pm with a provisional date of 26th April should this not be possible. TS would establish with the company how many races could take place within that time frame bearing in mind breaks for food, drinks and a raffle draw. Once this had been set the event would be advertised and sponsors for each race would be sought. After some discussion around different options it was agreed to provide a jacket potato supper to be included in the ticket price. Fillings would include, cheese, beans, tuna, coleslaw and chilli. Food would be served on arrival and the raffle drawn in an interval.

- Tickets would be sold at £2/£3 per adult, £1 per child (tbc).
- Raffle prizes would be requested from parents.
- Bets would be priced at £1/£2 each (tbc)
- Sponsorship of a race would be £25 and we would provide a certificate of thanks to any business contributing
- Jockeys and Horses could be bought and named in advance of the event at £1.50 each
- A bar would include bitter, wine, prosecco at £2.50 each and soft drinks at 50p each

- Volunteers on a half hour rota basis would be sought for;
 - Welcoming people on the door and collecting tickets
 - Baking potatoes in advance
 - Serving food on the night
 - Running the bar
 - Taking bets
 - Issuing prizes based on the computer generated calculations
 - Taking photographs to use to thank any businesses providing sponsorship
 - Year six pupils would be asked to run a tuc shop

ACTION: TS would check the date with the company and establish how many races could take place within the timeframe. MN would organise an advert within the newsletter following this. CH would organise a float of £200 in £1, 50p and £5 notes. CH would organise free glass hire from Booths, wine, half pints and pint glasses. TS would enquire about getting a barrel of bitter and KH would look at wine suppliers. MN would apply for an alcohol licence and check the gambling licence if the race night company's licence didn't cover the premises.

5. Fundraising

It was agreed to hold the following events before school breaks up for summer;

a) Jumble Sale

A provisional date of Saturday 2nd March 10am-11.30am was set. Jumble would include clothing and bric a brac.

ACTION: MN would check the date with Mr Stafford-Roberts after checking there are no clashes with local events. **CH** would advertise externally by creating posters and placing radio and online ads in as many places as possible. **CH** would arrange for bags to school to collect remaining jumble during the week following the sale. **CH** would organise a float.

b) Cake Sale

It was agreed to hold a cake sale on Friday 15th February at 3.30pm. Cakes and biscuits would be charged at £1.

ACTION: MN would organise a notice to go in the newsletter and request cake donations from parents.

c) Summer Fair

A provisional date was set of Saturday 8th June.

ACTION: MN to check there are no clashes locally and get the date approved by Mr Stafford-Roberts.

6. **AOB** – As discussed in meeting Two on 11th October 2018, further investigation had taken place around funding “Wow” science sessions for both infant and junior children. Adrian Bowden had been recommended and the total cost was between £296 and £320. It was unanimously agreed to fund this.

ACTION: MN would ask SN to liase with school.

7. Next Meeting: TBC