

PTA Meeting Five of School Year 2018/2019 Minutes

Present: Alex Smith (AS), Catherine Coop (CC), Cassie Harrison (CH), Michelle Norris (MiN), Tim Smith (TS)

1. **Apologies:** Aimee Shuttleworth (AS), Kate Hill (KH), Megan Norris (MeN), Sarah Norton (SN)

2. **Minutes of the last Meeting recorded on 15th January** – checked and agreed.

3. **Matters Arising**

a) **Jumble Sale**

The date had been confirmed as 2nd March 10-11.30am as no clashes had been identified. Hornby Village Trust was aware of the event.

Action: CH would create a poster and flyer and facebook event to advertise. She would also share on sell and seek pages and local radio/events websites. Flyers would include requests for jumble drop off w/c 25th February. The posters would in school ready for Friday bags 8th February. CH would arrange collection of remaining jumble with bags to school for 4th March. MN would put a request in the newsletter for volunteers. CH to arrange a float.

b) **Cake Sale**

This had been postponed as the school council were keen to organise a cake sale in the near future.

c) **Summer Fair**

The date had been confirmed as 8th June.

Action: Andrea Towse would arrange for advertisement in the contact magazine.

d) **Wow Science**

School were making arrangements for this to take place.

4. **Race Night**

It was agreed to sell a maximum of 100 tickets at £3 per adult, £1 per child. There wouldn't be a raffle.

Bets would be £1 per horse, no maximum number of bets per race. 8 races on the night with 1 extra auctioned off at the end. It was confirmed that the business doesn't take a percentage of the tote.

It was noted that several local businesses had expressed an interest in sponsoring a race at £25 per race, they would receive a certificate, image of their race winner (if agreed with the individual) and promotion on a powerpoint screen during the event. The businesses would be able to name the race.

There would be 8 horses in the 8 races, therefore 64 horses to name at a cost of £1.50 each. It was agreed that should the horses be oversold we would offer out the naming of Jockeys too.

It was agreed that the bar prices would be £2 for alcohol and 50p for soft drinks. A pool of at least 12 volunteers would be sought, jobs would be allocated and it was hoped that there would be enough people to do short shifts enabling volunteers to enjoy some time with family.

It was agreed to advertise that food would be served at 6.30pm promptly and the first race time to ensure the event would run to time.

Actions were as follows:

What	When	Who
Request for volunteers in newsletter	8 th February	MN
Deposit to be paid for company running races	ASAP	TS
Create tickets	Before 1 st March	MN
Prices for Jpots	Before 1 st March	TS & CH
Ticket sales, race sponsor requests and horse naming sales to go in newsletter	1 st March	MN
Alcohol licence	Before 28 th Feb	MN
Details of sponsors race and horse names per race – give to business running event for screen	Before 15 th March	MN
8 prizes (16 if jockeys sold) to be bought. Chocolate and a rosette	Before the event	MN
Arrange glass hire from booths	Before the event	CH
Source butter portions and grated cheese	Before the event	CH
Source beans, tuna, wine, soft drinks	Before the event	MN
Make Coleslaw & chilli	Before the event	CC
Provide ale	Before the event	TS
Shop for prizes, wine and soft drinks & jpots	Before the event	MN/TS/CH
Check napkins, cutlery & plates stock	Before the event	MN
Arrange float	Before the event	CH
Set up tables etc	22 nd March 3.30pm	TS, MN & others
Open up school	22 nd March 5.30pm	MN/TS

5. **AOB** – None

6. **Next Meeting:** TBC