

Richard Crosse PTA

Date: 22nd June 2017

Attendees: Martin Sleight, Sarah Wood, Jo Forker, Nicola Jarrett, Marcella Henley, Mark Hopson, Ant Allen, Jacqui Bowman **Apologies:** N/A

Agenda Item	Discussion	Actions
Welcome		
Matters Arising		
<ul style="list-style-type: none"> Finalise charity registration documentation (MS/MH/JB) 	Complete	
<ul style="list-style-type: none"> Draft guidelines for email use (MS) 	Deferred	
<ul style="list-style-type: none"> Hold responsibility for email address and triage incoming emails (JB) 	Complete	
<ul style="list-style-type: none"> Confirm school priorities & order items. Invoices or receipts to be provided to MH (NJ & Paul Lovern) 	Nicola has given each teacher a budget (£200-400), and a cut off date of next week. Thin covers that fit in the charging machine have been ordered for the iPads. All orders have been placed through the school, and invoices will be passed to Marcella.	
<ul style="list-style-type: none"> Produce strategic spending plan for next 2 years (JF/MH) 	Deferred	
<ul style="list-style-type: none"> Establish if there are template criteria for allocating PTA funds on PTA.org (JB) 	Complete. Discussed ways of securing more input into funding decisions via Facebook votes etc	
<ul style="list-style-type: none"> Resend email questions to NJ for final completion or risk assessment (JB) 	Complete	
<ul style="list-style-type: none"> Replenish tuck shop & purchase glo bands, paper plates, paper cups, squash (MH) 	Complete	

<ul style="list-style-type: none"> • Make up sandwich boxes (SW/MH) 	Complete	
<ul style="list-style-type: none"> • School Disco letter to parents by 5th May, return date of 12th May (JB) 	Complete	
<ul style="list-style-type: none"> • Provide names & details of all sponsors to AA by 5th May (MS) 	No longer needed	
<ul style="list-style-type: none"> • Appeal for volunteers for Race Night on Facebook page (MS) 	No longer needed	
<ul style="list-style-type: none"> • Approach Co-Op re water and cream for sports day (JB) 	Complete. Thank you and invite to Summer Fayre sent.	
<ul style="list-style-type: none"> • Approach Andrea re further information on how to approach Chrystalline water (JF) 	Complete, donation of 250 bottles received. Thank you letter sent.	
<ul style="list-style-type: none"> • Look at storage space for PTA within Miss Skinner's classroom (NJ) 	Space is available, Mrs Bowring needs to remove some of her resources before it can be used, this should be done shortly.	<ul style="list-style-type: none"> • Sarah to look at space and assess if suitable
<ul style="list-style-type: none"> • Bring Summer Fayre plan to next meeting (JF) 	Complete	
<ul style="list-style-type: none"> • Speak to Sarah Baldock re photo costing/timing etc (SW) 	Photo's are going ahead today, PTA will recompense Sarah for ink and printing costs. Next year we will look at mounting the photo's and charging a small fee	
Approval of Previous Minutes	Previous minutes agreed	
Review of Previous Events		
<ul style="list-style-type: none"> • School Disco 		
<ul style="list-style-type: none"> • Sports Day (19th June) 	Feedback indicates prices were too low. Punnets went really quickly, next year look at just selling bowls and raising the prices slightly to £1 per bowl. £50 raised.	
Upcoming Events		
<ul style="list-style-type: none"> • Race Night (24th June) 	This has been cancelled, and refunds given.	

<ul style="list-style-type: none"> • Summer Fayre (07th July) 	<p>Jo has asked Mr Crisp to do the welcome table. Martin will also help on the gate. Entry price will be £1, children free.</p> <p>Programmes – each programme has a number on it to win prize. £30 voucher bought for Race Night can be used for this.</p> <p>Internal Stalls: Year 6 games – Nicola would like to make this more competitive, there will be a prize for the stall which makes the most money. To include welly wanging, hook a duck, splat the rat, guess the number of sweets in the jar. PTA tuck shop can be used for prizes for these games. Prizes can also be free go's on other stalls, e.g tombola, face painting etc. Also rosettes/medals/stickers. Jo has passed on a flyer from Baker Ross to Martin with details of table-top fundraising games for potential purchase and use at the school fair this year and in future years.</p> <p>Jo has contacted Glen and Gill Wright who normally run the tombola. They are available for the summer fair and will be able to collect all donations on Monday 3rd July from school. The non-uniform day in return for tombola donations will be on Thursday 29th June. We will need to give some guidance as we need high quality, new items for this.</p>	<ul style="list-style-type: none"> • Jo to send Martin Peter Halifax's contact details • Martin to contact Peter Halifax re availability to run BBQ • Marcella to purchase BBQ supplies • Martin to do facebook appeal for volunteers: <ul style="list-style-type: none"> ○ 3 for tea stall ○ 3 for BBQ ○ 2 for bottle stall ○ 2 to wrap bottles ○ 2 for bouncy castle ○ 2 for Pimms stall • Martin to approach Gemma Lovern & Kate Nicholas for support with the bottle stall • Jacqui to ask Co-Op for old newspapers Martin to do Facebook appeal for cakes, to be given in on Friday morning • Jacqui to arrange for school text and planner to ask for cake donations • Marcella to confirm Kim Hiley Crane can face paint • Marcella to ask Mark Hopson to face paint • Marcella to purchase 4 sets of face paints • Jo to speak to Justine Halifax re Grand Raffle prizes • Jo to ask Greg Slater to print tickets for Raffle, and programme • Nicola to confirm number of year 6 stalls to Martin
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	<p>We have ticket books for the tombola, no purchase needed – these need to be available with the prizes for Gill & Glen to pick up.</p> <p>Kim Hiley Crane has volunteered to face paint. Mark Hopson will be approached. Becky Sleigh has also volunteered. Supplies will be bought by Marcella.</p> <p>Jacqui has approached Staffordshire Police, and they will send a car/van/bike/dog along on the day, depending on what is available.</p> <p>Jacqui has asked Louise McGuffie if New Farm would bring a tractor for the children to climb on along. The gate has been looked at and should be wide enough</p> <p>Beat the Goalie – Mr Morley will run</p> <p>Nail painting – done last year by Emily Mead and Justine Halifax, to be asked if they will do again</p> <p>Tea, coffee & cake stall, this year can add water. Need tea, coffee, milk, disposable cups, paper plates, napkins and water urn</p> <p>Cake tombola as a new stall – use larger cakes</p> <p>Bottle stall, usually run by Gemma Lovern. Need to ask for empty screw top wine bottles, need volunteers to wrap bottles.</p>	<ul style="list-style-type: none"> • Marcella and Martin to look at buying stocks etc for traditional games • Nicola to arrange teachers to volunteer for Soak the Teacher • Nicola to confirm Mr Morley for Beat the Goalie • Sarah Wood to approach June Baskerville to provide bales of hay • Nicola to send out a school text asking parents if they would like a stall • Martin to arrange a school text asking parents if anyone has any contacts re a Grand Raffle prize • Sarah to arrange borrowing gazebo's from St Mary's • Jacqui will liaise with external stall holders • Martin to approach the Blood Bike • Jo to ask Emily Mead and Justine Halifax if they will do the nail painting, bringing their own supplies • Louise to arrange arrival of the tractor • Marcella to check existing stock of tea/coffee/squash/disposable plates/cups/napkins etc, and purchase what's needed, including Pimms • Marcella to arrange floats for stalls • Jo to ask Gillian Pitchford for empty bottles for bottle stall • Jacqui will undertake the risk assessments • Marcella to design the programme
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	<p>Bouncy castle has been booked by Marcella, only 1 this year, but the bigger one with a roof in case of weather.</p> <p>Book fair has been booked, James and Georgia from year 6 will run this. Funds raised from this go to the school library or the reading challenge.</p> <p>BBQ – Peter Halifax provides BBQ, and runs stall. Produce is purchased from Morrisons and Coates.</p> <p>Pimms & Strawberries were sold last year, run by Kate Crossfield. Agreed to do again this year.</p> <p>Soak the Teacher – stocks to be purchased, and teachers to be asked to volunteer.</p> <p>Raffle prizes – £1 per ticket, £5 per book. Need raffle prizes, Jo to speak to Justine Halifax, and source.</p> <p>External stalls: £10 cash on the day, we will provide a table only.</p> <p>Emma Roffey – knitted goods Beverley Carless – handmade cards Kate Bailey - Pheonix Cards Lindsey - Cotton and Candy</p>	<ul style="list-style-type: none"> • Programme to thank New Farm, Co-Op, KB Cricket Club, Chrystalline, Sarah Baldock • Martin to produce floor plan of stalls • New Farm to donate strawberries • Jacqui to ask Heather Bowman if she can make bunting • Louise to approach Cotton and Candy re donating some bunting • Sarah to approach WI re volunteers • Jacqui to approach Co-Op re volunteers • Louise to post advert to KB Mutterings • Sarah to put poster in co-op • Jo to arrange summer fayre banner • Marcella to see if Mark Hopson has done anything re the ice cream van • Marcella to contact St Mary's/The Howard re sharing resources
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Financial Report	Accounts are up to date. No outstanding invoices, minibus payments are up to date.	
AOB	Music concert – Claire from the Howard has offered help if we are planning to do something for this event. Agreed that previous efforts have not had adequate return on investment, so for now we will concentrate on the summer fayre.	

Next Meeting Date: 03rd July, 8.30am