**Richard Crosse PTA**

**Date:** 19th September 2017

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| **Attendees:** Martin Sleigh, Marcella Henley, Louise McGuffie, Simon Ward, Nicola Jarrett, Jacqui Bowman | **Apologies:** Sarah Wood, Jo Forker |

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| **Agenda Item** | **Discussion** | **Actions** |
| Welcome |  |  |
| Matters Arising |  |  |
| * Draft guidelines for email use (MS) | Deferred |  |
| * Produce strategic spending plan for next 2 years (JF/MH) | Deferred |  |
| * Forward Big Breakfast templates and associated documents to JB (JF) | Deferred |  |
| * Procure a lockable money box (MS) | Complete – Martin to pass on to Marcella |  |
| Approval of Previous Minutes | Previous minutes agreed |  |
| Review of Previous Events |  |  |
| * Summer Fayre (07th July) | The Summer Fayre made £1,021.12 profit in total. The event was very well received |  |
| Upcoming Events |  |  |
| * Big Breakfast 30th September | Agreed setting up of tables etc should be done the night before. Martin, Simon and some teachers will do this.  **Volunteers**:  2 on teas (people to go up to table to order separately)  2 servers, plus 1 on toast, 1 on eggs. Kay will start off on eggs, then show someone else.  Jane will do washing up  Martin and Simon will take orders. Martin to recruit family to help.  **Food**  Bacon and sausage to be bought from butchers.  Eggs, mushrooms, tinned toms, bread, sauces, spreadable margarine/butter needed.  Simon suggested using a list next year, where parents can put their name against an item and give the money. Agreed this was a good idea.  Nicola asked whether staff needed to attend, agreed attendance is optional.  Nicola to open up at 7.15 on the Saturday morning.  Agreed to use leftover cakes from Macmillan Coffee morning to sell at Big Breakfast. | * Nicola to ask Kay if she can help with the cooking * Jo/Martin to ask Peter Halifax if he would like to be involved again * Marcella to check stocks of sauces, condiments, drinks, order pads * Martin to organise table numbers and menus * Marcella to approach Jo re quantities needed for food and volunteers * Martin and Simon to put the banner up on Monday 25th * Martin to distribute flyers around the village * Louise to advertise on Mutterings, Martin to put on Facebook page * Nicola to arrange flyers to go home in school bags on Friday 22nd. |
| Treasurer’s Report | Summer Fayre made a good profit. Bank balance is in credit.  Marcella has received some invoices for previous expenditure, and will input these shortly. |  |
| AOB | Agreed to use the Macmillan coffee morning as a way of recruiting new parents to the PTA |  |
| Christmas Pantomime – agreed too late to book Lichfield for this year. Also agreed is a large outlay for the PTA, when there are high cost items the school needs – PTA could look at contributing instead of covering the whole cost. | * Nicola to look at costs for Stoke pantomime   Marcella to look at costs for Rugeley pantomime |
| Martin suggested adding a Car Wash to the diary. Agreed good idea, not much set up, low initial costs |  |
| Teaching Assistant Rep – agreed it would be good to have a replacement for Sarah Wood, who is now based at St Mary’s. | * Nicola to approach TA’s |

Next Meeting Date: Thursday 05th October, 7.30pm, Royal Oak, Kings Bromley