

**PTA meeting 20 January 2016
At Cross Hands, Winterbourne**

1. Present

Heather Englefield	Suzy Saunders	Sarah Green	Jo Davies
Mr Vye	Miss Rockett	Lucie Mildren	Sarah Newman

2. Apologies

Sarah Lyne	Louise Woodhams	Louisa Savage
Miss Paine	Kate Jones	

3. Trustees

Sue Pope, Julia Moss, Helen Chilcott and Kirsty Robson appointed as Trustees.
Also assume PTA committee members are Trustees but HE to check.

4. Vice Chair Vacancy and general PTA recruitment

VC position to be advertised on Facebook, Website and flyer in book bags.
HE suggesting reviving PTA newsletter to try and reach/engage more parents.

5. Xmas Fayre Debriefing

SG providing spreadsheet breakdown of the stalls at the Xmas Fayre (see attached).

Noting the least money was from small games for the children e.g. Whack the Santa, Lucky Squares, Find Olaf's Nose. Suggest have same number of activities next time but try new ideas.

Food stalls did well.

HE to follow up with Studiowise as to whether they received any orders. If not, suggest a more low key version next year with parent taking photographs, using photoshop etc. Mr Vye saying previously they had taken photos and made them into a Xmas card.

Idea for next year – each child designs own Xmas card and gets them printed. Pack of 10 costs £10. Not massive money raiser but children and parents like it.

Date for this year's Xmas Fayre to be **3 December 2016**. SS to contact Salvation Army/other bands to book ASAP.

Raffle was a great money raiser. JD asking that thank you messages to be sent to all the people/organisers who donated prizes (GWBrewery, Pirate Golf and Buxton Butchers already done).

SG to renew licence for Raffle and HE to renew licence for Alcohol.

Query how to take advantage of Mackendrick Norcott's keenness for sponsorship. They are providing a car full of balloons for the Summer Fayre but keep them in mind for all future events. Miss R has B&Q connection which we may be able to use more.

6. School Disco

Date set as Thursday 18 February. Reception, Yr 1 and Yr 2 from 3.30pm to 4.45pm, and Yrs 3 to 6 from 5pm to 6.15.

Agreed a professional DJ/Entertainer should be obtained and Crispie T, Nutty Noah suggested and SS and HE to investigate. SS had contact offering to do music and lights for £85 which would mean we would need to organise games.

JD and LM will do Food Hygiene course funded by PTA if necessary so that food can be prepared/cooked on premises (JD to action and liaise with Denise Smith as to what level of training required). Suggesting buffet for infants (sandwiches, sausage rolls, fruit and cake/biscuits) and maybe pizza for the Juniors.

Mr Vye to check that Infant teachers are happy to keep the children at 3.20 and help them change and then take them to the School Hall to save parents having to come until the later pickup of 4.45.

Query adult : child ratios required. Suggested 1:4 for reception, 1:6 for Year 1-3 and 1:15 for Year 4 - 6. HE/Mr Vye to check as may be different on school premises.

Need to get flyer out ASAP to assess numbers interested in coming and number of potential adult volunteers (nb. some may only do infants and some just juniors).

Glitter tattoos and nails could be offered at the disco.

7. Film Club

Miss R ran a film club for Year 2 to Year 6 at her last school and is happy to set one up with JD.

Suggested set up as a weekly after school club in a classroom. One film watched over 2 or 3 weeks with the children writing reviews and discussing the film. This would be for juniors.

JD suggest also have film 'nights' for a more fun/relaxed experience for the younger ones choosing shorter films.

JD and Miss R to liaise in terms of when, frequency, fee, staffing, food etc.

8. Quiz Night

Adult nights hoped to increase interest/participation in PTA. Suggested dates 20 or 21 April 2016.

Andy Newman is happy to devise the quiz and SS is happy to compare.

Food can be put on (JD/LM to plan e.g. Chilli or Curry) and ticket price will reflect this, maybe £5 pp. – is this enough?

Can allow BYO and charge £1 'corkage' but also sell the drinks left over from Xmas Fayre and possibly Luke Davies' homebrew.

9. Coach Funding

Mr Vye has requested £1,600 from PTA funds for coaches. Query if this is a good use of the money. PTA already gave green light for this provision of funds.

Current fund total is £9,287.75.

In respect of trips, Mr Vye saying each Year gets a trip just for them and there is also a whole school trip. It has been part funded by PTA in the past to show that everyone gets the benefit and to encourage involvement/support of the PTA.

Current trips planned are to Cadbury World for the Juniors and Bristol Zoo for the Infants. Miss R has visited Wookey Hole and decided that it is not suitable for the Infants and therefore Bristol Zoo has been substituted meaning a lower cost in terms of entrance and coach fee.

Suggested that PTA fund the coaches for one of the trips and the school/parents cover the other. Any shortfall on the second trip can be picked up by the PTA rather than us paying outright. Alternatively we give a fixed fee on account of coach trips.

Mr Vye to check the total spent on coaches last year.

10. Other funding

Mr Vye has applied to Tesco for £8,000 funding in order to clear, fence and 'develop' the triangular piece of land by the tennis courts in order to have forest schools there. Funds would also be used to purchase equipment (wheelbarrows, shears etc.) and items for the children. He will confirm the timescales for the decision.

JD suggested making it a community event and setting a date for people to turn up and help with the clearing, fencing etc. This may mean the grant money goes a lot further.

COMMITTEE VOTED – to give the school £3,000 for it to use as it sees fit (including coaches, equipment, visiting speakers, activities).

11. Cake Sales

Scheduled as follows:	Reception	- March 2016
	Year 5 and 6	- April 2016
	Year 2 and 3	- May 2016
	Year 1 and 2	- June 2016

Notify Tesco/Co-op of sale dates in advance.

HE to check at the meeting on Friday but the view of the committee is that the proceeds should go into the PTA fund as the previous system of the teachers keeping it and spending it has not really worked.

(Mr Vye and Miss Rockett leaving meeting)

12. Easter Egg Hunt

Ideally get Eggs donated. Approach local businesses and Cost Co but also Cadbury World as we are sending our Juniors there.

The fee last year was £2. The children got an 'egg ticket' and had to find a matching ticket hidden in the school grounds. On presentation of the matching tickets they got their egg. SG is going to check as all the tickets from last year may be in storage and can be reused.

Query other activities/stalls to make more of an event.

13. Second Hand Clothes Bin

JD suggesting we set up a second hand clothes bin at the school for people to deposit items that would otherwise be given to the charity shop. Ask for clothes only and must be in a reasonable condition. These can be collect and sorted regularly (JD volunteering) and then a stall can be set up at all the main events e.g. Summer and Xmas Fayres.

JD to ask Mr Vye.

14. Summer Fayre

Date suggested 2 July 2016.

HE to contact all the stall holders from the Xmas Fayre with that date.

Further ideas to be discussed at future meetings.

15. Fun Run

Discussion of possible Fun Run event at the school in June. Runs of different distances 1k, 2k, and 3k etc. for the children. Query adult race as would need to look into safety issues and marshalling for the longer distance on the road

Could have bouncy castle, BBQ, bar etc.

Query whether better/feasible to combine with Summer Fayre. Also query involvement of the Future Stars people that come in on a Friday pm.

16. PTA Newsletter

This could be used to let people know what the PTA are doing, why and what difference they are making, i.e. where the money goes. Hopefully this would raise interest and increase participation levels.

It would go into book bags meaning parents are more likely to read it than to look up a link on the website.

17. Next Meeting

Provisionally set as Thursday 25 February at Cross Hands.

ACTION LIST:

1. HE to do flyer for Disco and contact DJs
2. JD to find and complete food Hygiene Qualification with LM
3. JD to liaise with Miss R directly re: film club
4. HE and School to advertise VC position
5. SS to book Salvation Army Band
6. HE to contact Cadbury World re: donating Easter Eggs
7. HE to draft Newsletter setting out all events planned etc
8. JD to speak to Mr Vye about a clothing bin
9. Renew Raffle and Alcohol licences
10. HE to co-ordinate thank yous to businesses that donated towards the raffle
11. HE to communicate the dates of Summer Fayre, Christmas Fayre, Easter Egg Hunts and Cake Sales to School

Additional minutes of follow up meeting with Teachers 22/01/16

Present:

Mrs Robson Miss Paine Mrs Waller Mrs Duncan Mrs Wilton Heather Englefield

1. Date of 3rd December communicated and diarised for Christmas Fayre
2. School Disco : Miss Paine agreed on behalf of KS1 teachers to help infants change into party clothes after school
3. Mrs Robson to double check adult to child ratio for remaining within school premises
4. Quiz night idea well received by staff. Mrs Wilton confirmed that Elm Park run a quiz and curry night which proves popular with parents and staff. Teams of up to 8 with cooked food provided along with a bar. Teams should register and pay money in advance of event. It was suggested that a Friday night might be better attended. HE to revert to committee to fix a date. Staff confirmed they would enter a team!
5. HE confirmed committee's agreement to fund coaches for one of the two school outings, and would make up the shortfall for the other trip.
6. Cakes Sales : staff confirmed that it is preferable to have funds raised go back into central PTA fund rather than split between classes.
7. Easter Egg Hunt date 24th March communicated and diarised. Mrs Robson made a note to ask Cadbury World for possible donations during the visit of KS2 pupils.
8. Summer Fayre date 2nd July communicated and diarised. Mrs Robson confirmed she would not be in attendance on that date due to an existing personal engagement.
9. Other fundraising ideas proposed by staff included Race Night (adults only) and a Bingo Night (family event). PTA will investigate and plan into the events calendar.
10. Mrs Duncan advised that in recent years the PTA have sponsored the Year 6 leaving present (in the past a dictionary or atlas). PTA to discuss at future committee meeting.