

## **PTA Meeting – Wednesday 21<sup>st</sup> November 2018 from 6pm**

### Attendees:

Karen Mowbray (obo Kathryn Holcroft)  
Donna-Marie Cunningham  
Kate Goldthorpe  
Ruth Parry  
Jen Fox (What'sApp? says Fox, can you pls confirm?)  
Anna (can you pls add surname)

[Actions are highlighted in purple in the following text – please let me know if you think I have missed anything]

### **Opening Statements**

Chair (Donna-Marie) welcomed everyone to the meeting and passed on apologies from Louise, Sam, Kathryn Holcroft and Laura Booth

Treasurer (Anna) updated everyone following the Bonfire Bingo which raised £283.79. It was noted that this was a similar amount as that raised the previous year despite the addition of food, but that the provision of food did give a cosier, family-friendly atmosphere and made the event more convenient for parents. The cost of the food (hotdogs, bread rolls, hotpot) was discussed in detail and it was decided that the costs need greater detailing ahead of the next event, with the suggestion of jacket potatoes with beans/cheese toppings may be a good option due to the significantly lower cost to the PTA and the fact that a second vegetarian option would not be required.

It was also decided that, next time the event is run, the children's treats would be distributed directly following the kids stand-up bingo rather than at the end of the event as there were some kids who didn't get a treat and it was a bit manic trying to give these out as people were leaving.

The minutes of last meeting were not available for approval.

(Kate and Ruth to co-secretary, as per agreement at the AGM, with Kate providing the agenda and minuting of this meeting)

### **Christmas Fair – Friday 14<sup>th</sup> December:**

The list of stall-holders was reviewed, highlighting those who have confirmed and those who have not, thus far, paid for their stalls. It was agreed that we didn't want to have any empty tables set up on the day so we need to have firm confirmations and preferably money in hand prior to the day.

- Stalls confirmations / requests for stall fees:
  - Nut Free Loaves - Jen
  - Glitter ??? – Ruth
  - Wooden Ornaments – Donna-Marie
  - Beavers – Donna-Marie
  - Methodist Church – Donna-Marie

All stalls / games and activities will need to set up from 1:15pm to allow everything to be ready in time. Some volunteers have offered to assist – Mr Callus (sp?), Dominic (Cunningham?) plus Girlfriend, Paul (Mowbray?).

Posters for the Christmas fair has been made up and laminated and will be displayed around the school. – Do we want to put these up in any community locations to try to draw in local custom? For example the church?

The list of volunteers (to man games/activities/school-based stalls) was reviewed, and it was decided that a second push for volunteers was needed to fill the remaining slots/activities. The point was made, however, that is the parents are manning activities and stalls they are not attending to spend their money and enjoy the event.

It was noted again that there needs to be included in ‘the ask’ the suggestion that they cover an activity or stall for a set amount of time with the expectation that they are relieved, giving all the opportunity to enjoy the fair.

It was suggested that we ask outside the parent community, e.g. church, grandparents and other friends and relatives, to widen the net and to allow parents the chance to enjoy the fair with their children.

- Volunteers needed:
  - Raffle – x2
  - Reindeer game – x2
  - Straw game – x1 (plus Louise)
  - Bottle Tombola – x2
  - Christmas Dash – will only be made and manned if we have enough volunteers
- Prizes received from Local Trades/Establishments (in pink/floral gift bag in the staffroom)
  - Groom
  - Barber 48
  - Fantasia Mix
  - Boutique on the Green
  - Buds and Shakes
  - Animal Kingdom
  - Forget-me-nots
  - Poynton’s flowers
  - 5<sup>th</sup> Avenue
  - Olivia’s Aesthetics Clinic
- Prizes pending from Local Trades/Establishments
  - Culcheth DIY
  - Premier Sport – Holiday Club Pass
  - Local Restaurants

It was noted that we need to make sure that we have enough helpers to help take down the fair at the end of the event, to avoid this falling too heavily on too few.

Anna has been gifted bags of stockings and tinsel which can be sold obo the PTA, these are stored in the staffroom also and will be set up next to the 2<sup>nd</sup> hand book stall whose volunteers will likely be able to cover both.

#### Supplies needed (Jen to source):

- Selection boxes for Santa – sale or return
- Mince Pies – see if we can get sale or return on these too
- Sweets for prizes on the Reindeer Game

Anna will create a letter to parents to go out alongside the newsletter, giving parents extra information about the Christmas fair, calling for volunteers, calling for attendance to help PTA funds, and reminding about the non-uniform day for donation of bottles for the tombola. Can this also explain the time change and pricing of tickets to the disco? (see below)

Karen Mowbray agreed to provide float money with the understanding this was paid back following the fair. Anna to discuss with Mrs Mowbray the amount of money needed to fund the floats.

### **Christmas Disco – Tuesday 18<sup>th</sup> December**

This is still going ahead. It was proposed that the timing is changed to 3:30pm-5pm to avoid parents having to pick up and come back to school for the disco. The earlier timing of the disco would also mean the children getting changed into their party clothes at the school. The teachers would also not need to stay as late at a time of year with many events out of school time drawing on their personal time.

The price of tickets was discussed due to some families having many children and not wanting to make the event inaccessible due to pricing – the pricing model was discussed at length last year so it was decided to run with the same approach. Donna-Marie to retrieve last year's pricing structure to input into disco communications.

It was suggested that the children's water bottles be brought along to the disco as the kids can get very thirsty and would need these in addition to the drinks cartons provided.

#### **Supplies needed (Jen to source):**

- Drinks cartons
- Crisps

#### **Supplies needed (Anna to source):**

- Prizes

### **AOB**

Karen Mowbray shared feedback from parents who had stated that they would like a shelter, a stage for school performances and more music in school.

The plans for a shelter are in planning, to see what can be achieved.

Karen Mowbray shared plans and quotes from three suppliers for the proposed stage to be used for the Christmas Performance and other school performances going forward. The PTA approved of the stage project as the recipient of the next PTA project funds. Karen Mowbray was empowered by the PTA to purchase a stage from the three quotes based on ability to deliver in time for the Christmas performance this year, cost, and package details (including the ability to pack the stage away on a trolley for practicality) - the PTA would then reimburse the school from monies raised.

In terms of the request for more music in school, the stage will help the school put on more performances and a recorder club has also been set up in addition to the continuation of the school choir.

The Christmas Carol Service was briefly discussed in terms of giving parents a little more information. The service is directly following school hours, will include any child who wishes to attend (either accompanied by parents or not as parents can pick up following the service) and will be held at the church. A letter to parents will be sent out in advance giving parents additional information and to canvas for expected attendance.