

PTFA Meeting Minutes – Tuesday 20th April 2010

Present: Marie Graves, Helen Walker, Nick Salter, Teresa Withington, Sharon Oldfield, Sarah Taylor, Dianne Ellithorn, Cathryn Walmsley

Apologies: Damian Marsh, Alison Barnes, Louise Barnes

1. Welcome and chairpersons report

The meeting opened with an apology from AB who was unable to attend the meeting due to prior commitments. TW read a statement from AB stressing the importance of starting to plan the upcoming Summer Fair.

2. Treasurers Report

HW circulated the accounts to date with a balance of £2900.43 and highlighted the following:

The cake sale and colouring competition made a profit of £153.09.

The Easter Egg Bingo made a profit of £209.13.

The Sportsman's Dinner has so far made a loss of £1750.00. Income has yet to be received. Due to the poor turn out for the event, believed to be only 13 people, Jason Rawlinson is selling some items on ebay that were sale or return. JR will give any monies to the PTFA when the ebay items have finished and give a report to the PTFA. A brief discussion took place as to why such a poor turnout – was it wrong to target a male only event? NS mentioned that it will take a number of events to cover the loss that the Sportsman's Dinner has made. As a committee we must be really careful in future to ensure that we do not allow such large sums of money to be paid out again without some form of guaranteed return. This was due to Jason having to commit to paying the fee for the speaker and comedian when the event was booked.

The wrist bands for trips have been purchased at a cost of £573.85. The PTFA are still to pay for these.

3. Head Teacher Report

DM sent his apologies. HW updated the meeting on the following:

The system for producing wrist bands for children on trips has arrived.

HW looked into the purchase of bike racks but the costs were extremely high for even the basic rack which holds 5 bikes. DM had suggested this be put to one side for the time being and all at the meeting concurred.

At the last meeting it was agreed that the wish list should be discussed further with wet play boxes being a possible purchase. However, due to the low funds in the bank account it was agreed that the wish list be discussed following the Summer Fair when funds should be replenished.

4. Forthcoming Events

- **Snail Race Night:** 21st May. ST updated the group on progress. Letters went out before the Easter hols but take up so far has been slow. It was agreed a reminder letter would be sent out w/c 19/04 as details need to be passed to the company to personalise the races no later than 30th April. **Action: ST**

TW to hold back on arranging licence until after 30th April so a decision can be made re continuing with the event or not. ST to be on the licence. **Action: ST / Secretary**

- **Dinner Dance** – SO provided a brief update on the dinner dance. Letters with reply slip for tickets have been sent out w/c 19/04. The venue, DJ, casino equipment and caterers are all booked. Prizes have been forthcoming and the sub-committee are meeting w/c 19/04 to discuss what is available. SO agreed to provide a list to TW for circulation to the other members so as to avoid duplicating efforts when seeking prizes for the Summer Fair. SO highlighted the need for croupiers for the night, with a training session to be held during the week leading up to the event. AB has agreed to arrange the Bargain Booze run. **Action: AB**
- **Summer Fair:** 25th June. TW passed on AB's comments that we would work without a sub-committee this year due to low take up of volunteers.

Issues to be addressed:

- Raffle Tickets: NS agreed to book these but highlighted the need for a sponsor. MG to discuss with Louise Barnes re her husband sponsoring the tickets. **Action: MG**
Post Meeting Addendum: Mr Barnes unable to sponsor. NS to approach Martin Stembridge. Cathryn Walmsley would look to assist if no other sponsor can be found).
- Raffle Prizes: Discussion took place around the types of prizes that attract people to buy raffle tickets. ST agreed to look into the purchase of a DSi. **Action: ST**
A luxury hamper needs to be put together.
- NS agreed to approach Barclays re their £ for £ scheme (matching donations so we effectively double up). **Action: NS**
- DE informed the meeting of a scheme run at her school where the school donated half of all profits to the Haiti Appeal. This increased the number of donations. All agreed we should do something similar and it was settled that we would investigate the Childrens' Hospital Appeal though the amount to be donated was still to be agreed on. **Action: NS**
- It was agreed that businesses should be approached re donations / prizes. No volunteers for this as yet but SO agreed to provide a list of those contacted re the Dinner Dance (see earlier note in minutes).
- Baskets / Plants: these always sell well but we need an alternative source this year to provide the plants and man the stall if possible. MG agreed to ask around. **Action: MG**
- Supermarket run: This needs to be done on the day. ST volunteered. **Action: ST**
- Bar: NS volunteered to stock the bar and do the Bargain Booze run.
- Bookers run: NS volunteered to do the run needed for the Tuck Shop.
- BBQ: DE volunteered to look into obtaining a large BBQ. Volunteers will still be needed to run the BBQ.
- Chocolate Fountain: CW agreed to run this stall.
- Jam Jars / Chocolate: All agreed this was a great event and the children enjoyed the competitiveness. A volunteer will be needed to collect the items from the classrooms each morning. TW volunteered to help on Mondays and Fridays. Help will be needed on other days. **Post Meeting Addendum:** AB volunteered to help also.
- Bouncy Castle / Slide: TW volunteered to contact Tumble Turrets and ask them to man it as they did last year.
- Hook A Duck: the equipment is in school so volunteers needed to man the stall.
- Prizes: ST agreed to liaise with Sandy Harvey who has offered to do the Baker Ross order.

- Pan for Gold: It was agreed that this took a lot of effort for little financial gain. All agreed to drop the stall for this year.
- Penalty Shoot Out: MG volunteered Jason Rawlinson and Mr Taylor to man this stall.
- Wet the Teacher: All agreed DM should step into the stocks but a volunteer is still required to man the stall.
- Teddies / Toys: All agreed this was a difficult stall to man. CW suggested we put them into three layers and identify them by numbers ending in x or different colour tickets to make it easier. The naming process was slow to set up and manage.
- Bowling: DE agreed to provide the set.
- Netball: MG suggested we lose this stall due to having the Penalty Shoot Out and Bowling, due to space on the playground. All agreed.
- Dogs: CW agreed to contact the relevant person.
- Horses: All agreed this could cause problems on the field and the event should therefore be dropped.
- Fire Engine: NS agreed to contact the relevant person.
- Make & Do: AB has asked Sarah Heib to make up the Plaster of Paris items for painting on the night. TW agreed to contact Wendy ? re a face painting service. SO volunteered to help with the face painting for a small part of the evening.
- Volunteers: the lack of volunteers for last year was discussed at length. There weren't many people to help set up or to help on stalls. People who did volunteer for the second half of the evening didn't turn up leaving the original volunteers on the stalls for three hours. This is off putting for those people and makes them less likely to volunteer again.

The meeting discussed how we could rally people to volunteer and it was suggested a tick list of things needed should be sent out to all parents / guardians. SO asked that we add things needed for the Dinner Dance also.

Action: TW

- **Gift Aid**: The signed slips for the Easter Egg Bingo have unfortunately gone missing so NS will be unable to claim back any funds that were donated. HW highlighted the amount of paperwork she has to process on behalf of the PTFA. TW agreed it was a lot to ask sometimes and confirmed she would collect paperwork/monies for the different events and process outside of school. SO suggested that could we just ask parents to Gift Aid the donation on forms asking for tickets for events, to avoid having to get the ongoing donation forms signed. This may be the way forward, although it was agreed we would try & get more forms signed at Snail Race Night.

5. Unplanned Events

Following on from the topic of Gift Aid, a short discussion took place on running a sponsored event in the next academic year, this could raise significant funds through Gift Aid. All agreed we should discuss this at a later date.

6. Any Other Business

There being no further business the meeting closed at 9:00pm.

Next meeting date: to be confirmed