

## PTA Minutes

### Wednesday 20<sup>th</sup> September 2017 @ 7pm

**Present:** Sam Vigor, Sarah Alford, Tamara Antone, Michelle Ford, Trudy Chenery, Mrs Bridson, Isabel Habert, Laura Keane, Kerry Beaver, Angie Weeks

**Apologies:** Jenn McIlwaine, Andrea Hamel, Zoe Fowle, Emma Turner, Marion Bagshaw, Gareth Sullivan

**Minutes from previous meeting** – these were signed off by Chair

### Finances

Received payment from Barclays matchmaking scheme – donated £1000 – thanks to a parent who works there. This was for Christmas fundraising – ‘Christmas celebrations’.

Waitrose fundraising has been applied for – we don’t know when this will be in store.

Current funds - £10,626.83

Recent income:

£87.21 – Ice cream sales at end of term

£85.30 – Sports day refreshments

£32.51 – DVD sales from show

Future spending: Astro turf needs redoing and Wildlife area need completing.

PLEASE NOTE: Invoices/receipts must be supplied with any expenses form – despatch notes are not acceptable. Auditor raised this as an issue.

### Jumble sale – 7<sup>th</sup> October @ 3pm

Jumble to arrive from the Monday before the event. Gareth hoping to fix the shed roof before the jumble sale. Tamara has got collection date of Tues 10<sup>th</sup> Oct. We will keep bags here rather than sending them home.

Mrs Bridson will sort a letter to parents. Isabel will send out a PTA letter to advertise the event as well as the AGM and Christmas bazaar. Isabel will also get a poster on village noticeboard and website.

Sarah to advertise with Journal/Spire FM

Emma and Lloyds will put banner up.

**\*\*\*We urgently need to see who can help as lots of PTA members can’t make 7<sup>th</sup> October. We need 10 people to run it. Isabel, Emma, Mr & Mrs Bridson. (Sam, Sarah, Trudy, Michelle, Laura, Tamara can’t be there).**

### PTA/Gov. AGM – Monday 16<sup>th</sup> October @ 7pm

Hire box of wine/tumbler glasses from Waitrose and buy nibbles - Sarah

We need to propose to change the PTA name to ‘Friends of Stratford-sub-Castle school’.

We need to check our Constitution is still current.

Our Secretary and Treasurer are both stepping down at the AGM. Candidates will attend the AGM if they wish to take on either role. Considered sharing the Secretary role between two people.

### **Disco – Friday 10<sup>th</sup> November**

Helpers: Setting up early – Sam and hopefully Trudy

KS1 – Angie, Sam, Michelle

KS2 – Sarah, Laura, Angie, Sam

Angie will check glow stick stocks. Will check stock of larger ones but don't give out string as it can be a health hazard if children tie around necks.

Disco will be advertised in PTA newsletter. Tickets have already been printed ready to go out from Monday.

Shopping – need a new volunteer to check food stocks and shopping. Sam and Laura will sort food for this disco until a new volunteer is found.

Floats – Tamara will need to let new Treasurer know about floats.

### **Christmas Bazaar – Friday 1<sup>st</sup> December @ 3pm**

Went through checklist.

Mrs Bridson will check Zena can help in the kitchen.

Newsletter needs to go out after half term to ask for prizes, cakes etc.

See if Jenn is up for hosting another wrapping party!!

Need to check if Santa has all his gifts sorted.

Will use Elf ticket system again for visiting Santa. Children to buy a ticket and wait to be called.

Need to do a shed audit – check raffle prizes, raffle books etc.

Whiskey Galore – need to check what's left over from June Fayre.

Wine lucky dip – if we do this we need to start collecting wine bottles. Put sticker saying 'Do not drink' on any bottles from last year with water in.

Sam to check shopping needed nearer the time.

Rainbow Raffle – will add to Newsletter to let parents know.

### **Christmas meal – Monday 18<sup>th</sup> December: Crackers and napkins -**

Speak to Jenn in case she's bought them - Check when Waitrose have a sale on their crackers. Don't need to get Christmas themed ones. Check how many napkins we have already.

**Labyrinth day** – Arrange a date – end of term. See if we can use Reading Rooms for it.

**AOB**

**Fun mats** – Angie will organise this again this year in time for Christmas

**June Fayre** – Sam suggested we should create a thank you letter to companies who donated raffle prizes to thank them and let them know how much we raised. This can be a standard letter which gets sent out after every June Fayre.

**Zumbathon** – Holly Hull (Joey's mum) suggested holding a Zumbathon for everyone to join in which could be held in the Reading Rooms. Would sell tickets to include a mocktail and entry to the Zumbathon. Proceeds would go to the PTA.

**100 Club** – letter hasn't gone out yet. Tamara to organise this to go out and be returned by end September. First draw will be 14th October.

**Meeting closed: 9.12pm**

**Date of next meeting: Wednesday 8<sup>th</sup> November**