

Eaton Primary PTA Meeting Minutes

Tuesday 19 April 2016 – 7.30pm, Cellar House Pub, Eaton.

Attendees

Sarah Curtis	- vice chair	Nigel Cooper	Jenny Whitehead
Andi Blackmore	- vice secretary	Emma Easton	Carolyn Atkins
Rebecca Marr	- vice treasurer	Victoria MacDonald	Clair Hook
Bonny Lehane	- class liaison lead		

Apologies

Sally Kerrison (chair); Lesley Greenwood (treasurer); Rachael Cozens (secretary)

Agenda item	Action
<p>2. Minutes</p> <p>Minutes agreed from last meeting on 20 January 2016 were approved</p>	
<p>3. Treasurer's report</p> <p>Current balance: £15,589.40</p> <p><u>Income</u> Bake Sale (Y4) – secret Outstanding Calendar Sponsorship - £150 Santa's Workshop (additional sales) - £112.50 WWYWD - £110 Easy Fundraising – £118.39 Uniform - £16 Easter Fair - £1328.21 + sponsorship (Leaders) - £300 (outstanding)</p> <p><u>Outgoings</u> Funforce - £115 (deposit for discos) Sweets - £65.44 (for Summer Fete)</p>	

<p>4. Review of Easter Fair</p> <p>This was very successful and the profit is in line with the Summer Fete average totals. It was raised that we could potentially increase the cost of the jam jars and there were many jars that were packed full of sweets and therefore we could justify charging a little more.</p> <p>It was also agreed that the tombola was very successful and busy during the fete. We also discussed the idea of having a similar tombola at the summer fete (covered later).</p> <p>5. Upcoming Events</p> <p><u>Playground equipment</u></p> <ul style="list-style-type: none"> • Official Opening - There will be an official opening on Weds 20 April at 2.45pm. A photographer (Stuart Beard) will be in attendance and articles will appear in the local press. • Name the ship - It was suggested that the school council and other pupils, came up with a name for the pirate ship. We could then have a naming ceremony. SC to mention to KE • Plaque - It was agreed that once the name of the ship was finalised, we would arrange for a plaque to be created and mounted on the play equipment. This would acknowledge and thank the PTA and all parents for their mammoth fundraising efforts. Nigel Cooper (NC) agreed to purchase this via Dingles. <p><u>Bake Sales – Y1 and Y2</u></p> <ul style="list-style-type: none"> • Y1 - Wednesday 25 May. • Y2 - This is taking place on Friday 29 April. Kirsty Waterfield is arranging with other Year 2 parents. <p><u>Ice Cream Fridays</u></p> <p>Bonny (BL) said that she is happy to help but couldn't take on the amount of work that she did last year. It was agreed that a small team needs to be established to help run the ice creams each Friday.</p> <p>The following tasks require action:</p> <ul style="list-style-type: none"> • Freezer – locate both freezers, check if they need defrosting and sort • Delivery – arrange for purchasing of ice creams each week. It was suggested that we arrange an online delivery for a supermarket (Iceland / Sainsbury's) direct to the school or someone's house. This would avoid the need for someone to purchase each week at the shop, which is time consuming. JW / EE said that they are at school on Tuesdays so this would be a good day for a delivery. • Volunteer Rota – it was agreed that a Rota needs to be displayed and someone needs to co-ordinate this. To be confirmed who this is. <p><u>Discos</u></p> <p>The infant and junior discos will take place on Wednesday 18 May. JW to send out letters and forms for Infant; SC/BL to arrange letter for Juniors.</p>	<p>All</p> <p>SC</p> <p>SC / NC</p> <p>SK</p> <p>KW</p> <p>BL/SC/JW</p> <p>BL/ TBC</p> <p>TBC</p>
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<p><u>Leaver's Party</u></p> <ul style="list-style-type: none"> • LG (absent) will arrange a letter to parents for Year 6 Hoodies. • The date of the party needs to be finalised with Mr Lowe. Volunteers to take this project on are required so that a smooth handover can take place next year as this will be LG (AB/RC) last year. <p><u>Quiz & Chips</u></p> <ul style="list-style-type: none"> • Gayle Philpot (absent; GP) has agreed to run this event this year with JW/SK. It was discussed whether to use Tuckwood Fish & Chips (as last year) or try Eaton Fish & Chips this year. The group said that food from Eaton has been good so worth considering. • To be held on Friday 8th July. <p><u>Sport's Day</u></p> <ul style="list-style-type: none"> • This was discussed and there was a general feeling the members of the PTA have missed out seeing their children compete due to running the refreshments stall. It was agreed that we would discuss with school to see what is required as there was not much enthusiasm from the group. It was agreed that we would not be supplying strawberries and cream this year as it was a huge amount of work with little return. SC to discuss with KE. <p><u>Summer Fete</u></p> <ul style="list-style-type: none"> • A sub-committee meeting had taken place on 14 April, with small, but enthusiastic attendance. See later in Minutes for details. 	<p>LG</p> <p>GP/SK/JW</p> <p>SC / KE</p>
<p>5. Other ongoing fundraising</p> <p><u>PE Bags</u></p> <ul style="list-style-type: none"> • CA to put a reminder on Facebook about the fact that these are available to purchase. Also agreed to sell at the new parent's evening. • EE to notify the group of the date of this. Also, to continue to sell at other events where relevant. <p><u>Secondhand Uniform</u></p> <ul style="list-style-type: none"> • LC looks after this and to continue to sell at events and promote via FB. <p><u>Easy Fundraising</u></p> <ul style="list-style-type: none"> • To continue to promote as much as possible. Have new members. Need to engage a member of group to 'own' this and promote. 	<p>CA</p> <p>EE</p>
<p>6. Outstanding items from previous meeting</p> <p><u>Gift Aid</u></p> <p>RM has carried out detailed investigation regarding the potential use of gift aid to claim extra funds via HMRC on our fundraising monies. It was found that it was very complex and parents had to make contributions voluntarily but also their contributions could not directly benefit their children. The committee thanked RM for her hard work investigating this but agreed it was not something that we could pursue.</p>	

7. Summer Fete (1st July)

A separate committee and document is in place outlining details of bookings and arrangements within the sub-committee. In summary, the following was discussed.

- BBQ and Dominos – AB has booked
- Temporary Events Notice (TENS) – AB liaising with the school and submitting online this week.
- Inflatables – concerns re the manning of the inflatables this year due to volunteering issues last year with people on duty for too long, due to people not turning up at time slot agreed. It was agreed that we would try and find a company that would also man the inflatables but with a member of PTA present at times to collect money as well. Lucy Cullumbine has contacted a number of local companies and provided details to the sub-committee. The companies that could supply people was limited. CA recommended that we try Zebedee's based in Suffolk. SC/BL and others to take forward and make a decision and book soon.
- Tombola – the group discussed the potential 'teddy tombola' or other. Further ideas and decisions re the type of tombola and who would run to be confirmed. It was suggested that the governors could run this stall.
- Coffee / Tea, Refreshments – BL to coordinate with others.
- Funforce / Graham – AB/ LG had discussed with Graham at last year's Year 6 party, that Graham could potentially attend and as a PA, running games and doing all announcements. AB to call to ask if he is available and what fee he would charge. *[Update after meeting – Graham would have charged £175 but unfortunately not available on 1st July]*

The next **sub-committee meeting is on Tuesday 17 May at 9am** at the school.

Sub-
committee
- various

8. AOB

Buddy Benches

This was a funding request for the PTA to pay for 'Buddy Benches' in the junior playground. It was agreed that we needed more details in order to make a decision re this as it had been previously agreed that all funding requests would come via KE/Mr Lowe. SC to investigate and share with the committee for agreement.

Future Big Fundraising Project

It was agreed that we need to have a discussion and ideas from the school council, the school and parents about what could be the next big fundraising project. To discuss at future meetings.

The group also discussed the potential idea of giving funds to each year group for trips as we have in previous years.

It was also agreed that this could be a decision that is delayed until the new school year in September for new committee members.

Fashion Show – Shop2Drop

Potential future fundraising event. AB had previously outlined options but agreed that due to time this would be on hold for a potential future event.

Next meeting

- Summer Fete Sub-Committee – Tuesday 17 May 16, 9am; Eaton Primary School
- PTA Meeting - Tuesday 14 June 16, 7.15pm; Cellar House

SC