



MINUTES: PTA EVENT MEETING
 WESSEX ROOM, RAF BENSON COMMUNITY PRIMARY SCHOOL
Wednesday 5th December, 9:30am

Present	Lyndsey Stanford Holly Bateson Steph Fawdry Jon Purchase Alison MacGillivray Leanne Minns Mrs Walshe Tim Thorpe Caroline Dainty Debbie Watson Tara Branston	Chair Secretary Head Teacher Treasurer Deputy Treasurer
Apologies	Amy Laker	

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>Thank you for turning out on this drizzly morning.</p> <p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 PAT test for bouncy castle – this has been completed and paid.</p> <p>ITEM 3. TREASURER UPDATE</p> <p>3.1 We have raised the following this half term:</p> <ul style="list-style-type: none"> ▪ Bingo - £276 ▪ Bouncy Castle - £75 ▪ School Christmas cards - £207 Much better quality this year. The children had obviously been given more time to create them. Thank you to the teachers for supporting this activity. ▪ Christmas Fair - £2,246 Amazing total!!! Well done to all involved, especially Jon & 	

<p>Leanne who headed up the event. Considering the lower than expected footfall this is a wonderful amount of money.</p>	
<p>3.2 We have received a returned CHQ. Following a conversation with Steph it was agreed that Alison would contact the parent sensitively to follow up.</p>	<p>AM</p>
<p>ITEM 4. MONETARY REQUESTS</p>	
<p>4.1 Request for outdoor play equipment. Hula hoops, skipping ropes, taxi walkers, balls etc.</p>	
<p>Budget of £1,000 – agreed. Steph to follow up with the School Council, so they can decide what they want to purchase.</p>	<p>SF</p>
<p>4.2 Request for an MP3 player for the stereo. No budget given, but Steph will again follow up with the School Council and send the PTA a receipt once purchased.</p>	<p>SF</p>
<p>4.3 No Christmas tree required this year, though Tim suggested getting a tree next year that could be planted in the grounds. Alison to contact Garden Centers in January and ask if they would be willing to donate one. Steph to provide a letter, written by the School Council to accompany the request.</p>	<p>AM/SF</p>
<p>ITEM 5: UPCOMING EVENTS</p>	
<p>5.1 Nativity & Showcase Refreshments – We currently have the following volunteers:</p>	
<p>Monday 10th Dec, 2pm – Nichola Bolt Tuesday 11th Dec, 10am – Alison & Lyndsey Tuesday 11th Dec, 5pm – Tracey Parker Monday 17th Dec, 5pm – Caroline & Holly</p>	
<p>Holly to put a call out for 2 more volunteers to support the 2pm and 5pm nativity performances.</p>	<p>HB</p>
<p>Alison & Lyndsey to purchase mulled wine and mince pies for all performances. If we run out Caroline & Holly will purchase more ahead of the Showcase. Mulled wine only to be offered at 5pm performances.</p>	<p>AM/LS</p>
<p>There will be no charge for food or drink but a suggested donation of 50p. Leanne will sort the float for Monday and Alison will sort the other performances.</p>	<p>LM/AM</p>
<p>5.2 Cinema trip – Due to licensing the cinema on camp is unable to offer us a different time or film to the schedule. It would cost £80 for an additional licence. This is not feasible. Question asked if we would be able to hire the facility and sort our own licence and film? Caroline to follow up.</p>	<p>CD</p>
<p>Option to run a film evening at school however, we would need a lot of parent helpers. Steph to look in to the school licence and what options might be available.</p>	<p>SF</p>

ITEM 6: ANY OTHER BUSINESS

6.1 PTA Recruitment – Hollys last meeting. Thank you to Holly for her contribution to the committee. We need a new Secretary going forward. Debbie has provisionally agreed to take on the role from January.

Ideas for recruitment events: PTA breakfast, coffee and cake before school pick up on a Friday. Further discussion to be had at the next meeting.

School will reinstate coffee mornings in the new year and they won't be advertised as PTA events, but the PTA will be present! **Steph** to lead on arrangements.

Steph is very grateful to all those actively involved in the PTA. A lot of school PTAs are dissolving and she is thankful for the support RAF Benson Primary receives.

SF

6.2 PTA newsletter – the newsletter is in final draft and **Holly** will send to Steph for review by the end of the week.

HB

6.3 PTA banner – the PTA banner has a couple of holes in it. Tim thinks the holes might be coming from inside the stand when it is rolled down. **Steph** to contact the provider.

SF

6.4 Annual plan – **Holly** to move the lottery licence from May to October.

HB

6.5 Benson Parish Council Grant – Jon found a funding pot which we could potentially tap in to. The school can't apply but as a charity the PTA can. The grant request needs to be a largish project which is outside of the school remit. **Steph** will speak to the School Council to discuss potential ideas.

SF

6.6 Nearly new sale – suggestion from Debbie to run an 'indoor car boot', 'table top sale' at school. Add this to the agenda in January.

6.7 PTA cupboard – the cupboard needs sorting and clearing on top following the Christmas Fair. **Caroline** offered to do this.

CD

ITEM 7: DATE OF NEXT MEETING

Lyndsey to circulate dates for January once she has her work rota. It needs to be on a Wednesday for Debbie (Secretary) to be able to attend.

LS

For the last 2 years we have got together before Christmas for drinks. **Holly** to circulate dates through the FB page to see if we can arrange anything.

HB

Minutes written by:
Holly Bateson, Secretary