



MINUTES: PTA EVENT MEETING
WESSEX ROOM, RAF BENSON COMMUNITY PRIMARY SCHOOL
Wednesday 31st October, 9:30am

Present	Lyndsey Stanford Holly Bateson Steph Fawdry Jon Purchase Alison MacGillvray Leanne Minns Miss Galvin Mrs Walshe Tim Thorpe Aurelie Foudjuo	Chair Secretary Head Teacher Treasurer Deputy Treasurer
Apologies	Caroline Dainty Amy Laker Debbie Watson	

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>Thank you for turning out on this cold morning.</p> <p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 PTA pop up banner – Caroline Annets is continuing to chase the company for delivery of the banner. As yet, a response has not been received. The school will continue to chase.</p> <p>2.2 Names on the bank account – Alison now has the forms and just requires a signature form Leanne so she can send these off. Completed at the meeting.</p> <p>2.3 Safeguarding Training – Not essential, but Steph will offer any face to face courses the school runs out to Committee members.</p> <p>2.4 PTA Mileage Policy – the Governors have yet to discuss the mileage policy. Steph is aware that the PTA need the policy for January 19 when the bouncy castle will be due its annual trip to Birmingham.</p> <p>ITEM 3. TREASURER UPDATE</p> <p>3.1 Current bank balance for October totals £6,424.56</p>	

<p>Hoodies, tea towels, stationery and RAF 100 pottery to still be deducted.</p> <p>3.2 CHQs have been written to give to the school for the agreed spend at the AGM.</p> <p>3.3 In 17/18 the PTA raised over £8,000.</p> <p>3.4 Leanne is ready to handover to Alison as soon as Alison is added to the bank account.</p>	
<p>ITEM 4. MONETARY REQUESTS</p>	
<p>Suggestion from Caroline to purchase all in one suits for the Year 2 children who attend Forest School. Steph said the school already have suits for Forest School, they had just been forgotten about!</p>	
<p>ITEM 5: HALF TERM DISCO ROUND UP</p>	
<p>Another successful event making around £300 profit. We do need some new disco lights as one broke. We now have a couple of CDs with appropriate music that we can use for future events. Steph has these.</p> <p>The PTA would like to thank all the teachers who stayed and supported the event.</p>	
<p>ITEM 6: UPCOMING EVENTS</p>	
<p>6.1 Bingo – Posters printed. Tim to put up at school.</p>	<p>TT</p>
<p>76 books in stock. No extra required for this event but Tim has found a link for reasonably priced books for future events. Tim to share this with Leanne.</p>	<p>TT</p>
<p>6.2 Christmas Fair – Preparation is in full swing. Holly to follow up with Lyndsey regarding the minutes from the Christmas Fair meeting which took place on 10th October.</p>	<p>HB</p>
<p>Same format as last year though Grotto to be moved to the ICT suite to allow more space. Jon asked Steph if she could create a Google form for the visit to Santa, Steph agreed. Time will need some help to set up the Grotto, Jon has said he will be available.</p>	<p>SF</p>
<p>Jon asked Lyndsey to share the PTA letter head so he can approach Tesco for some donations.</p>	<p>LS</p>
<p>Following feedback last year there will be a buggy park provided outside under cover. Potentially the bike shed.</p>	
<p>Lyndsey has now received the lottery registration number so we can go ahead and print the raffle tickets. Lyndsey will action. Prizes were confirmed as £100, £50 and 4 x £25.</p>	<p>LS</p>
<p>Looking to provide Food and Booze Hampers. Steph to follow up with her team at the Staff meeting this evening.</p>	<p>SF</p>

<p>Miss Buttery has said she would be happy to provide a face painting service, charging £2.50. The PTA would retain £1.50.</p> <p>Question asked if we require an alcohol licence. Steph confirmed we don't need one due to being on MOD property.</p> <p>As per last year the games need to be made up for the Year 6 stalls. Leanne to put a list of games on the committee page with an explanation of what each one requires and ask for volunteers.</p>	<p>LM</p>
<p>6.3 Nativity & Yr. 2 Showcase Refreshments – Holly to ask on committee page for volunteers to host each performance.</p>	<p>HB</p>
<p>ITEM 7: ANY OTHER BUSINESS</p>	
<p>7.1 Amy is arranging PAT testing for the bouncy castle. Amy is taking it to the same place as last year.</p> <p>7.2 Caroline suggested a cinema trip to the cinema on camp (Community Centre). Caroline approached a couple of the volunteers who said they would be interested. We would need to seek permission from the Officer in charge. The cost is £2 a child and they could host it on a Friday, 4pm – 6pm.</p> <p>The question was asked how we could make money from the event. Possibility of offering refreshments. Discussion over whether or not it would be more profitable if we held a film night at school. Holly to ask Caroline to look in to this further ahead of the next meeting. Suggestion to hold the cinema evening in January.</p> <p>Everyone was keen for the event to take place.</p>	<p>AL</p>
<p>7.3 Lyndsey asked Steph if we could advertise the Secretary post following Hollys departure at Christmas. We could also advertise the other vacant Deputy posts. Steph was happy and Lyndsey will action.</p>	<p>HB/CD</p>
<p>7.4 Following the discussion above Steph asked when the PTA would like to host a coffee morning. Friday 16th November agreed, 9am – 10:30am in the Wessex room. Tim to put up posters. Lyndsey to promote on Facebook.</p>	<p>LS</p>
<p>7.5 Tim informed us that the PTA cupboard needs clearing for H&S reasons. PTA to follow up.</p>	<p>TT/LS</p>
<p>ITEM 8: DATE OF NEXT MEETING</p>	
<p>Wednesday 5th December, 9:30am in the Wessex room</p>	

Minutes written by:
Holly Bateson, Secretary