

**MINUTES OF THE PTA MEETING – RAF BENSON COMMUNITY PRIMARY SCHOOL
MONDAY 5TH DECEMBER, 7.30PM @ THE SHEPHERDS HUT**

Present	Ellie Chisholm Leanne Minns Steph Fawdry Kate Kerbey Alexandra Lewis Ju Hone Caroline Dainty Holly Bateson Amy Laker	Chairperson Secretary Head teacher
Apologies	Susie Mackay Emma Gray Bryan Rundle Rachael White Tammy Bridges Laura Gilmour	Treasurer

	ACTION
<p>ITEM 1. CHAIRS WELCOME</p> <p>1. EC opened the meeting by thanking all in attendance.</p> <p>ITEM 2. APOLOGIES</p> <p>2. All apologies from people not present at the meeting were given.</p> <p>ITEM 3. MATTERS ARISING FROM PREVIOUS MEETING</p> <p>3. Previous minutes were not available at the meeting.</p> <p>4. Update of account signatories – Ongoing – AL provided update in SMs absence. Paperwork has been sent off to remove all existing signatories and to add SM and AL to take over the account. The waiting period for processing this request is expected to be 28 days. Other committee members will be added once there are signatories able to do this. Update required at next meeting.</p> <p>ITEM 4. TREASURERS REPORT</p> <p>5. The bank account is at £4508.38 with a total credit balance of £4666.54 (including monies held in the float tin.)</p> <p>6. See Annex A for full report.</p> <p>7. See Annex B for breakdown of Christmas fair takings.</p> <p>ITEM 5. MONETARY REQUESTS</p> <p>8. No funds were requested.</p> <p>ITEM 6. PTA CONSTITUTION AND CODE OF CONDUCT</p> <p>9. Due to the recent changing of the committee positions, SF and EC have taken advice from PTA UK to ensure the PTA runs efficiently moving forward. In light of this, a constitution has been provided to guide the committee and a Code of Conduct will run alongside this so all members know what is expected of them and what to expect when volunteering on the PTA.</p>	<p>Treasurer</p>

<p>10. EC summarised how the constitution would change the current PTA format, listed in the following points;</p> <ul style="list-style-type: none"> a) The current number of committee positions would need to be reduced to Chair, Deputy Chair, Secretary, Deputy Secretary, Treasurer and Deputy Treasurer, with an honorary position for the Head teacher. b) General meetings (including AGMs) will need to be attended by twice the number of members and committee members than the number of committee members in office at the start of the meeting to qualify as a general meeting. A minimum of 3 committee-only meetings need to be held each year as per constitution guidance. c) This will run from January. EC will upload a copy for all members to familiarise themselves with before the next meeting, where it will be discussed in further detail. d) Meetings will now be defined as 'committee meetings' to be attended by those holding a committee position-only and 'event meetings' for event planning meetings where all can attend. e) The constitution states that once profit hits £5000 in a year, the PTA must become a registered charity. This will be discussed at the next committee meeting. <p>11. How the Facebook pages will run alongside this was questioned and it was decided that the Committee page will be for active members to communicate on. Once members become inactive for a period of time, they will only have access to the main PTA page. The committee page will also continue as a platform for class reps to find information to cascade to parents in their classes.</p>	<p>Chair/all to read</p>
<p>ITEM 7. APPOINTING OF NEW POSITIONS</p> <p>12. The following available positions were decided by majority vote;</p> <ul style="list-style-type: none"> a) Deputy Chair – Caroline Dainty b) Deputy Treasurer – Alex Lewis c) Deputy Secretary - Holly Bateson <p>ITEM 8. CHRISTMAS FAIR DEBRIEF</p> <p>13. SF opened the brief on behalf of the school with thanks for all the hard work and hours spent by the PTA to make the event a very successful Christmas Fair.</p> <p>14. See annex C for feedback collated by JH.</p> <p>15. Additional feedback was that space in the hall was very limited, SF would ask staff if they would be willing to accommodate a Saturday fair next year, held outside on a bigger scale and advertised as RAF Benson Christmas Fair with proceeds going to the PTA.</p> <p>16. It was noted that it was hard to hear the compere (Mr Thorpe) and further speakers with regular commentary would improve the event next year.</p> <p>17. Having an event co-ordinator worked well and it was agreed that every event moving forward will have an event co-ordinator.</p> <p>18. A new Santa suit is required for next year, to be purchased possibly in the sales.</p> <p>ITEM 9. HALLOWEEN DISCO DEBRIEF</p> <p>19. The following points summarise what the committee felt went well and what could be better next time;</p> <ul style="list-style-type: none"> a) WHAT WENT WELL – The tuck shop selection was well received and sold out, the KS1 children loved the juice cartons and water was really popular 	

<p>with the KS2s. Tattoos were really popular and the sign up list helped to see who was available and at what times so covering jobs was easier.</p> <p>b) WHAT CAN WE IMPROVE – The glow sticks for KS2 leaked and should be avoided next time. It would help if there were staff directing children to the toilets and on doors to ensure no child can get out unnoticed or wander around the school. Holding a competition for best 'home-made' costume and having entertainment/games was suggested for future. Have Tickets or a register for the next event so we know who's in school and can account for everyone in case of a fire.</p> <p>20. There was a lengthy discussion regarding the 'duty of care' to KS2 children when walking home. It was felt by a number of members that no one knew which children had permission to walk home alone. In future we could ask that there is a list comprising of the children in years 5/6 only who are allowed to leave without an adult. It was suggested that staggered leaving times could make this easier to manage and that having just one entrance/exit would mean it would be easier to keep track of this.</p> <p>ITEM 10. UPCOMING EVENTS</p> <p>21. Nativity refreshment stall – The remaining hot chocolate and mince pies will be served to parents after the 3 performances at the request of a voluntary donation. It was unanimously decided that all funds raised would be given to the school to help cover the costs of the new costumes bought this year, also serving as a thank you to the parents for their support throughout the Christmas Fair preparation and evening. The remaining reindeer food and mug brownies will also be available, CD to co-ordinate. SF to add information to parent mail.</p> <p>22. School disco – The date has been set for the 8th Feb, JH and AL to co-ordinate and provide update at next meeting. It was agreed that any new ideas are to be run past the committee at the next meeting or on the event page with the possibility of entertainment also being provided at the disco.</p> <p>23. RAF Benson Cross Country race – Discussions were deferred to nearer the time but the date was confirmed as Saturday 25th March 2017 and the PTA will be given the option to run a refreshment stall.</p> <p>ITEM 11. ANY OTHER BUSINESS</p> <p>24. It was suggested that the PTA could offer more funding for the children in school as some parents felt that the school had asked for a lot over the last few weeks – donations of chocolate, gifts, science day and the puppet show. It was agreed that it was too late to fund the puppet show this year but that in future, the PTA would be approached in advance and given the option to support more opportunities for the school.</p> <p>ITEM 12. DATE OF NEXT MEETING (Event Planning meeting)</p> <p>25. The next meeting will be held at 7.00pm on Wednesday 11th January 2017 in the school library.</p>	<p>CD/SF</p> <p>JH/AL/SF</p>
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Minutes written by:

Leanne Minns

Secretary

Annex A

Treasurer's report November 2016		
Opening float		
Tin	£	152.40
Bank account	£	3,091.88
	£	3,244.28
In		
Christmas card (cheques)	£	520.50
Christmas card (cash)	£	315.50
Christmas fair (cash)	£	2,353.02
Bag 2 School (cheque)	£	96.00
	£	3,285.02
Out		
Cash paid into account (500108)	£	800.00
Cheques paid into account (500106)	£	520.50
Cheques paid into account (500107)	£	96.00
Paid to school*	£	1,165.16
Mr Thorpe (Tree)	£	45.00
Fair costs**	£	652.60
	£	3,279.26
Closing float		
Expected in tin	£	158.16
Actual in tin	£	158.16
Difference	£	-
Bank account	£	4,508.38
Total	£	4,666.54

* £400 class sundries, £400 Books, £60 Cross Country, £106 PTA Membership, £199.16 Turkey

**C Dainty £60.34, S Mackay £23.45, B Rundle £6, J Hone £464.92, L Minns £23.89, T Bridges £23, A Arcscot £51

NB still owed to school **£1400**

To be paid £800 for scrap store, £600 for young voices coach

Christmas card payment also outstanding, awaiting invoice

Created by Susie Mackay

Annex B

Christmas Fair 2016 Breakdown				
Stalls	Takings	Cost	Profit	Units sold
			£	
Class Stalls	£ 918.40	£ 160.00	758.40	
Christmas Shop	£ 447.00	£ -	447.00	
Tombola	£ 306.50	£ -	306.50	
Biscuits	£ 10.10	£ 11.43	-£ 1.33	50
Guess Sweets	£ 8.00	£ 7.97	£ 0.03	16
Count the Snowmen	£ 2.00	£ 5.99	-£ 3.99	4
Name the Bear	£ 18.50	£ -	£ 18.50	37
Tuck Shop	£ 78.41	£ 124.88	-£ 46.47	
Balloons	£ 43.60	£ 6.00	£ 37.60	87
Tattoos	£ 4.20	£ -	£ 4.20	21
Face Paints	£ 13.00	£ 4.99	£ 8.01	13
Hot Food	£ 331.00	£ 357.69	-£ 26.69	
PTA	£ 110.21	£ 46.13	£ 64.08	
Grotto	£ 202.90	£ 171.65	£ 31.25	81
Raffle	£ 720.00	£ 301.00	£ 419.00	720
Total	£ 3,213.82	£ 1,197.73	£ 2,016.09	

Created by Susie Mackay

Annex C

Rough guide for hot food:

Turkey Rolls – 100

Mulled Wine – 56

Brie – ¼ round

Mince Pies – 42

Stall	Feedback	Suggestions
Class Stalls		Move into classes?
Tombola	Great stall. No outlay (children non-uniform and bring in chocolate)	
Christmas shop	Great but perhaps not ideally positioned for parent to wait for children.	Re-locate? Discuss with Christmas shop people to direct to a designated room? Also, possibly provide refreshments in designated room too?
Biscuit decorating	Outlay only covered the costs. But agreed this didn't need to bring profit and was a big hit!	
Guess snowmen	No profit. Comments it was too busy to find the snowmen. Though the stall was also blocked by the Santa queue!	Re-look at next year. Snowmen are printed and in cupboard.
Guess sweets	Did well!	
Name the bear	Went down well, good profit also! (Was sponsored by Take the Lead)	
Tuck	Good selection. Cans/cartons/water/sweets	
Hot stuff	Suggestion to cut down on drink choices. Do we need hot choc? Meat quality many positive comments. Mulled wine sold well.	
Balloons	Great, especially using old stock and new addition of balloon modelling	Worth buying in balloons on sticks – great for wee ones.
Tattoos	Good amount sold	
Face painting	Went well ☺	Suggestion to have 2 painters? To relieve queues
PTA stall	Lucky dip, massive hit! Reindeer food/cones were great, but perhaps made too many.	Cheaper products. MORE lucky dip! More games! Suggestion of a reindeer food 'bar' for DIY.
Raffle	Cash only raffle went down fine ☺	
Grotto	Queues too long.	Booking system? – like parents evening booking Re-locate Santa?
External stalls	Generally positive feedback. Just didn't get the full foot flow – due to door being occasionally closed, parent's not being directed and lack of signage ☺	Signs! Look at layout. Direct people.

Other notes: Colouring for free was great.

Created by Ju Hone