



MINUTES: PTA EVENT MEETING
WESSEX ROOM, RAF BENSON COMMUNITY PRIMARY SCHOOL
Wednesday 13th June, 9am

Present	Caroline Dainty Holly Bateson Tim Thorpe Steph Fawdry Susie Mackay Jon Purchase Mrs Wales Miss Bradley Mrs Haythorne Alison MacGilvray Debbie Watson Lyndsey Stanford	Chair Secretary Treasurer Head Teacher Deputy Treasurer Deputy Chair Deputy Secretary
Apologies	Amy Laker Leanne Minns	Treasurer

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>Welcome to the meeting. Thank you to everyone for coming, it's great to have so many here. A massive thank you to Susie for coming, especially as she only has another week on camp! On behalf of the committee we would like to thank Susie for all of her hard work over the last few years.</p>	
<p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 PTA pop up banner – the schools company have come back with a better quote to near enough match the one Holly received. They will be using the artwork from the new school folders as a starting point for the banner. They have said they will turn it around in time for the Summer Fair. Holly to send Steph an email with the banner content for Steph to follow up.</p>	HB/SF
<p>2.2 GDPR update – the PTA consent request was combined with the schools' form. Most parents have continued to 'opt in', which is great news. To be compliant with the new legislation we want to add a pinned post to our Facebook page to make users aware that they are giving consent to be contacted by joining the group. Holly has sent this through to Steph for review.</p>	SF

ITEM 3. TREASURER’S REPORT (LM)

3.1 £5,336.41 in the bank as of 13.6.18

3.2 £150 cash from the Bouncy Castle was handed in to the office by Holly, as Leanne was unable to attend the meeting.

ITEM 4. MONETARY REQUESTS

4.1 There will be a request for YR6 leavers hoodies again this year.

4.2 **Steph** to send a formal request to Holly for any remaining requests for this term. The PTA are happy to fund any leavers and celebration gifts.

SF

ITEM 5: QUIZ NIGHT OVERVIEW

Holly gave an update as 1 of the 7 people that attended the evening. The general feeling was that a Friday evening would have been preferred and perhaps if we were able to offer a fish & chip supper it might make it more of an event.

Review again at the start of next term. However, the Bingo nights work well and the decision may be to stay with these events.

ITEM 6: UPCOMING EVENTS – SUMMER FAIR

The event is coming together. We are waiting for the volunteer request to end on Monday (18.6) before sorting out who is doing what.

Miss Bradley offered the services of Year 6 to wrap the donated mugs on Thursday 21st. The mugs will need to be sorted beforehand.

We are still waiting on a response from the mess for the wine donation for the wine or water stall. We can put a request out to parents to ask for wine donations, **Steph** to action. Parents will need to bring any donations to the school office. There are lots of water bottles already wrapped and in the cupboard from last year.

SF

We don’t have a BBQ at present. **Steph** to ask Nikki Hamilton if we can borrow one of the squadron BBQs. If not Caroline and Alison have offered their domestic BBQs for use.

SF

The meat order has gone in to Benson Butchers.

We need some wellies for the welly wanging. Holly has offered to loan a pair of children’s wellies and Caroline will bring her wellies.

Lyndsey to speak to Benson Lions and ask them to run a football stall. The school have footballs if needed.

LS

Lyndsey will be going to Bookers next week to complete the shopping. Tesco have donated 125 hot dog and 125 burger rolls. Jon will be collecting on Friday 22nd.

Request for another reminder on the app about cake donations. Steph to action next week.	SF
Holly will drop off the bouncy castle on the morning of the Fair as Amy is away.	
Lyndsey to contact Time 2 Bounce to get a copy of their risk assessment and insurance certificate for the inflatable assault course.	LS
'I love Candy Floss' have approached us and asked if they can attend the event. They can offer ice cream, popcorn, slushies, lemonade and candy floss. We are happy for him to attend, Lyndsey to follow up with Lee.	LS
Helpers who are around on Friday 22 nd are Caroline and Lyndsey.	
Steph has found a face painter, Miss Buttery! Lyndsey to check the condition of the products in the cupboard in case we need to buy any more.	LS
Susie to ask Sarah Shave and Pauline Moy if they would be willing to man the Pimms stall as per last year.	SM
ITEM 7: ANY OTHER BUSINESS	
7.1 Ice Cream Fridays - Start this Friday, 15.6. Volunteers needed to buy the ice creams each week and run the 'shop'.	
15.6 – Susie & Alex 22.6 – Susie & Caroline 29.6 – Lyndsey & Caroline 6.7 – Holly & Caroline 13.7 – Lyndsey & Alison 20.7 – ??	
Holly to add to the PTA calendar and advertise each week on Facebook. Steph to advertise each week on the app.	HB/SF
7.2 Bank forms – Susie has given the paperwork to Caroline for her to complete and take in to the bank with ID so she is named on the account. The form will also remove Susie, Alex and Ellie as signatories.	CD
ITEM 8: DATE OF NEXT MEETING	
8.1 There will be a quick wash up meeting at the end of the Fair for those who are around.	
8.2 The next meeting to be arranged for mid-July and include our end of year celebration. Holly to follow up with a date.	HB

Minutes written by: *Holly Bateson, Secretary*