



**MINUTES: PTA EVENT MEETING**  
 WESSEX ROOM, RAF BENSON COMMUNITY PRIMARY SCHOOL  
**Wednesday 25<sup>th</sup> April, 9am**

Present	Caroline Dainty Holly Bateson Leanne Minns Tim Thorpe Steph Fawdry Susie Mackay Jon Purchase Miss Lee Miss Bradley Mrs Thornton	Chair Secretary Treasurer  Head Teacher Deputy Treasurer Deputy Chair
Apologies	Alexandra Lewis Alison MacGillvray Lyndsey Stanford Debbie Watson	Deputy Secretary

	<b>ACTION</b>
<p><b>ITEM 1. CHAIR'S WELCOME</b></p> <p>1. Welcome to the meeting. A special welcome to the teachers and teaching assistant who attended the meeting.</p> <p><b>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p>2.1 Bouncy castle update – Steph has sent the final amends to Amy and is happy with the document. Steph thanked Amy and Caroline for their hard work in pulling it all together.</p> <p>2.2 PTA pop up banner – Steph and Holly to arrange a date to discuss the artwork at the end of the meeting. Arranged for 2<sup>nd</sup> May.</p> <p>2.3 Mileage Policy – the Governors policy is still to be updated. <b>Steph will</b> let the committee know when it has been completed.</p> <p><b>ITEM 3. TREASURER'S REPORT (LM)</b></p> <p>3.1 £5,336.41 in the bank as of 25.4.18</p> <p>Agreed monetary requests have yet to be paid out.</p>	<b>SF</b>

Recent income included £450.96 from the cross-country event, £100 donation from Benson Village and £30 from the Governors.

Caroline has sent a thank you card, on behalf of the PTA to Benson Village for their donation.

#### ITEM 4. MONETARY REQUESTS

4.1 The school would still like to request money for the Djembe Drums & Boomwhackers (£1600). Agreed that the PTA would work towards raising the funds.

4.2 **Steph** to formally write to the PTA to request £150 for cross country trophies for RAF Benson pupils. The funding has already been agreed.

SF

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

4.4 The school is 65 years old this year. Look at providing a gift to all pupils to celebrate the birthday and RAF 100, tea towel/mug etc. **Steph** to look at costs and send formal request for funding alongside the Hoodies.

SF

#### ITEM 5: UPCOMING EVENTS

5.1 Quiz – Confirmed for Wednesday 23<sup>rd</sup> May, 7pm for a 7:30pm start. **Leanne** is going to source a quiz online. Max 6 in a team, £2 a head or £10 for a team of 6. Cash prizes to be won, amount to be decided nearer the time.

LM

**Tim** to create poster and put up around school. **Holly** to advertise on FB and PTA web pages.

TT/HB

5.2 Summer Fair – **Leanne** & **Lyndsey** went through everything from last year and plan to follow the same format. **Lyndsey** to meet with **Steph** to finalise the details.

LS

Raffle tickets are going to be ordered following **Steph** double checking the date. The tickets will be sent home 2 weeks before the event.

Request for raffle donations have been sent out and we are awaiting responses.

Suggestion of a booze bucket from Parent Kind website. Sell tickets on the day to win a bucket full of booze!

School choir to open the fair using Young Voices pop medley.

BBQ food needs to be ordered. **Steph** to source a quote from the Farm Shop at Brightwell and **Leanne** to source a quote from Benson Butchers. Catering for 400.

SF/LM

<p>5.3 Bingo – Lots going on in the summer term. Postpone until the Autumn term.</p>	
<p><b>ITEM 6: ANY OTHER BUSINESS</b></p>	
<p>6.1 GDPR – The PTA needs to ensure they are compliant with the new GDPR laws that come in to place on 25<sup>th</sup> May 18. The PTA requires a nominated person, Caroline put herself forward and will be supported by Holly. The PTA needs to work with the school to request consent from parents and create a privacy policy. <b>Caroline</b> and <b>Holly</b> to meet with <b>Steph</b> before 25<sup>th</sup> May.</p>	<p><b>CD/HB/SF</b></p>
<p>6.2 Bank account – with Susie and Alex moving we are losing 2 signatures from the bank account. <b>Susie</b> will change the signatories before she leaves.</p>	<p><b>SM</b></p>
<p><b>ITEM 7: DATE OF NEXT MEETING</b></p>	
<p>Date to be confirmed following Lyndsey’s meeting with Steph about the summer fair. <b>Holly</b> to follow up.</p>	<p><b>HB</b></p>

Minutes written by: *Holly Bateson, Secretary*