



MINUTES: PTA EVENT MEETING
WESSEX ROOM, RAF BENSON COMMUNITY PRIMARY SCHOOL
Wednesday 28th February, 7pm

Present	Caroline Dainty Holly Bateson Leanne Minns Amy Laker Tim Thorpe Lyndsey Stanford Debbie Watson	Chair Secretary Treasurer Deputy Secretary
Apologies	Steph Fawdry Susie Mackay Jon Purchase Alexandra Lewis Alison Macgillvray	Head Teacher Deputy Treasurer Deputy Chair

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>1. Welcome to the meeting. Thank you for coming especially in this freezing weather!</p> <p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 Bouncy castle update – Amy and Caroline had a meeting with Steph and have gone through all the bouncy castle paperwork. They have made a few amendments to the hire contract and risk assessment following advice from a solicitor and review of the paperwork from Pineapple, the bouncy castle provider. Amy to type up the revised contract and share the updated risk assessment with Steph before the next hire.</p> <p>For information, the bouncy castle was purchased in May 2017 and has already made enough money to cover the cost of its purchase – great news!</p> <p>2.2 PTA pop up banner – Cost of the banner, including the stand and bag would be £55 + VAT through a contact at Holly's work. We need to design the artwork (what the banner will look like). Holly's contact can create the artwork for around £60 + VAT. Holly has contacted Steph for some guidance on branding (colours to be used or avoided) and for a</p>	AL

<p>photo of the children to include on the banner. Steph has already sent through the school logo.</p>	
<p>The committee are happy with the costs associated and would like Holly to follow up with Steph so we can get some proofs of the artwork before the next meeting.</p>	HB
<p>2.3 Annual Cross-Country Race – After initial worries about not being able to provide help due to partners being away, the PTA are able to run the refreshment stall. A call out on the Facebook page will be done to gather more parents to help on the day. Caroline has offered to go and purchase whatever is needed prior to the event.</p>	
<p>Alison has asked for a shout out for cakes for the event. Decided this is actually a school request and Tim has offered to speak to Jenny about a notification on the App.</p>	TT
<p>Caroline will speak to Steph about the event and PTA support. Lyndsey will update Alison on the discussion.</p>	CD/LS
<p>2.4 PTA cupboard – Moved and sorted. Tim to look for a suitable lock.</p>	TT
<p>2.5 Money from summer fair BBQ 17 – Steph has received an email from Les to say that unfortunately they made a big loss at the event therefore there is no money to come back to the PTA.</p>	
<p>Suggested that we look at providing the BBQ ourselves this year.</p>	
<p>ITEM 3. TREASURER’S REPORT (LM)</p>	
<p>3.1 £4,786.95 in the bank as of 28.2.18</p>	
<p>Agreed monetary requests have yet to be paid out. Leanne to speak to Caroline in the office about making payment after April, year-end.</p>	LM
<p>3.2 Annual subs of £105 to Parent Kind (formerly PTA UK) has been paid and Leanne has set up a Direct Debit. Caroline to give paperwork to Steph for filing.</p>	CD
<p>3.3 Mileage Policy – following the last meeting it has been decided that there is a need to introduce a mileage policy for PTA members.</p>	
<p>Caroline has had a discussion with Steph and Parent Kind ahead of the meeting. Parent Kind advised that volunteers shouldn’t be out of pocket and therefore a policy is a good idea. They suggested a rate of 11p – 20p be offered per mile.</p>	
<p>A discussion was had about whether we set a mileage rate or ask volunteers to fill up their cars before carrying out PTA business and we pay them their fuel cost.</p>	
<p>The decision was made to set a rate per mile, 20p which will be reviewed each year following HMRC guidelines. Agreed that the volunteer will use google maps to work out the mileage and they can only claim the</p>	

<p>shortest route. Before writing the policy we would like to review the Governors policy however this policy his is currently being reviewed. Steph will update the committee at the next meeting.</p>	<p>SF</p>
<p>Following the next meeting and Steph's update, Holly and Caroline will draft the policy and create a claim form so that we have a paper trail.</p>	<p>HB/CD</p>
<p>ITEM 4. MONETARY REQUESTS</p>	
<p>4. Easter Eggs (x18) for Easter competitions (Bonnet and egg decorating) Agreed. Holly to purchase.</p>	<p>HB</p>
<p>Agreed to use sweets from PTA cupboard to offer to all children who have taken part in the Easter competitions. Caroline to see how many sweets we have already and if we need to top up.</p>	<p>CD</p>
<p>ITEM 5: REVIEW OF BINGO AND DISCO</p>	
<p>5.1 Bingo – quieter this time, but still made £120 profit. The event did coincide with the return of the school residential, there was a lot of illness doing the rounds and the event was not? advertised as much on social media.</p>	
<p>All agreed this is still a good event and we will look to arrange the next one in the summer term.</p>	
<p>5.2 Disco – Children had a great time and we made £395 profit across KS1 & 2. The tuck shop near enough sold out of everything. Fizzy cans sold really well and will be sold at future discos. A couple of comments received from parents about the music choices relating to the lyrics in them. Decided that in future we will purchase a kids Pop Party CD (where they amend the lyrics in the songs) each September and use it for both the Halloween and February discos.</p>	
<p>ITEM 6: UPCOMING EVENTS</p>	
<p>6.1 Parents Evening Cake Sale – Planned for Wednesday 7th March however, we don't have the people to cover the stall. Holly to contact Steph to discuss options.</p>	<p>HB</p>
<p>6.2 Summer Fair – Saturday 23rd June, 2pm – 4pm. Lyndsey has had a handover with Caroline regarding the raffle. Lyndsey has emailed Jenny in the office and asked for the letter. Jenny will email the letter to Lyndsey to edit and then Lyndsey can send the letter back to the office to be printed.</p>	
<p>As soon as the date is confirmed Lyndsey will order the raffle tickets (x4000). Steph will be asked to sign off the tickets before print. Tickets are sent out to families 2 weeks before the event. However, we have the option to advertise through the App before May half term allowing families more time to sell to their families who may live away.</p>	

<p>Potentially 2 stalls already in the PTA cupboard. Inflatables and Teddies. Lyndsey to speak to Alex and Susie to have a handover from last year.</p>	<p>LS</p>
<p>Lyndsey to email Steph with a list of station requests to go via Nikki Hamilton. Requests include: Wine donations from the Mess; helicopter and static displays and an obstacle course. We understand camo day is the day before, but it would be great to engage parents and for the children to be able to show their families what they have been up to.</p>	<p>LS</p>
<p>ITEM 7: ANY OTHER BUSINESS</p>	
<p>7. Quiz night – suggested by Leanne. All in agreement. Leanne and Tim to organise. Due to Tim not being available on Fridays in the Summer and Thursdays are too busy with activities on camp a provisional date has been set for Wednesday 23rd May, 7pm for 7:30pm start. Max 6 to a team and charge per person. Further details to be discussed at the next meeting.</p>	<p>LM/TT</p>
<p>ITEM 8: DATE OF NEXT MEETING</p>	
<p>Monday 23rd or Wednesday 25th April at 9am in the Wessex Room. Holly to confirm date with Steph.</p> <p>Date confirmed as Wednesday 25th April.</p>	<p>HB</p>

Minutes written by: *Holly Bateson, Secretary*