



MINUTES: PTA EVENT MEETING

WESSEX ROOM, RAF BENSON COMMUNITY PRIMARY SCHOOL

22nd January 18, 9am

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

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>1. Welcome to the meeting. Apologies received from Caroline who is unable to attend as her children are unwell.</p>	
<p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 Bouncy castle hire agreement has been updated. Caroline and Amy to meet with Steph on 30th Jan to review and approve.</p> <p>Annual safety test was due on 11th Jan. Amy to take the castle to Telford for testing this weekend (26th – 28th Jan). Amy to claim back mileage by using AA route planner.</p> <p>Further discussion to be had with the committee members, including those who were unable to attend the meeting, regarding rate of mileage and future policy. Leanne to follow up.</p> <p>2.2 Cake stall – agreed that the school can keep all £107 (monies raised plus £60 float). Float remains in the school safe and has been given to Steph for class funds.</p> <p>2.3 Disco – date confirmed, 7th February. Usual set up. Caroline and Susie to organise. No DJ, Caroline has offered to create a playlist and</p>	<p>CD & AL</p> <p>AL</p> <p>LM</p>

<p>set it up,</p> <p>Bingo – date confirmed, 2nd February. Usual set up. Leanne to organise and coordinate with Tim. Tim to put up posters around school and Leanne to advertise on FaceBook.</p> <p>2.4 Pop up banner – Steph to locate high res school logo. Holly to bring a price to the next meeting and liaise with Caroline in the office.</p> <p>2.5 Money from the summer fair BBQ – Steph to follow up and update us at the next meeting.</p>	<p>TT</p> <p>HB</p> <p>SF</p>	
<p>ITEM 3. TREASURER’S REPORT (LM)</p>		
<p>3. £4,276.91in the bank as of 1/1/18.</p> <p>Invoice received for Young Voices coach which totaled £800. PTA to fund £600 and school to cover the remaining £200. Requested that next year school will give actual quotes to PTA, rather than a nominal amount.</p>		
<p>ITEM 4. MONETARY REQUESTS</p>		
<p>4. Following last month’s meeting we revisited the following requests:</p> <ul style="list-style-type: none"> • Funding for class set of Djembe Drums and Boomwhackers £1600 – not agreed. Not enough money at the moment, agreed to keep it as a future project when funding was available. • Pottery man RAF 100 top up £600 (total £1000, £400 covered by the school) – agreed. Purchase pots for each child to decorate to celebrate 100 years of the RAF and these will be displayed within school. Following the display children will be able to take their pottery home. • Cross Country fees and medals £150 – agreed. Give monies to school on 24th March at the annual race from the takings of the refreshments. 		
<p>ITEM 5: UPCOMING EVENTS</p>		
<ul style="list-style-type: none"> • Annual Cross Country Race – Saturday 24th March. Alison asked if the PTA can run refreshments. Steph said teachers will be available on the day and can help – they are liaising with Adele McCrindle. Any parents helping on the day will be able to rotate for their child/ren’s races. <p>Suggested that this year refreshments are sold outside on the field to attract custom. Bacon rolls, tea and coffee on offer. Could one of the Messes provide hot warmers for bacon rolls – Steph to liaise</p>		<p>SF</p>

<p>with Nikki Hamilton regarding this request? Use pump pots for hot drinks.</p> <p>Follow up required at the next meeting to decide who is going to action and volunteer on the day.</p> <ul style="list-style-type: none"> • PTA Cupboard switch – arrange a time with office to organise. <p>ITEM 6: ANY OTHER BUSINESS</p> <p>6.1 Summer Fair – Lyndsey has agreed to head up the raffle and organise the Fair with Leanne. Lyndsey to order raffle tickets asap.</p> <p>6.2 Cross country running vests - Discussion was had about the Cross Country running tops and the possibility of purchasing some vests. Update on this will be shared at a future meeting.</p> <p>ITEM 7: DATE OF NEXT MEETING</p> <p>Wednesday 28th February, 7pm</p>	<p>LS</p>
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Minutes taken by: *Leanne Minns, Treasurer*
Minutes written by: *Holly Bateson, Secretary*