



MINUTES: PTA EVENT MEETING
 OLD POST OFFICE, WALLINGFORD
 15th December 2017, 7pm

Present	Caroline Dainty Susie Mackay Jon Purchase Leanne Minns Alexandra Lewis Amy Laker (AL)	Chairperson Deputy Treasurer Deputy Chair Treasurer
Apologies	Steph Fawdry Holly Bateson Tim Thorpe Louise McCaffrey Lyndsey Stanford	Head Teacher Secretary Deputy Secretary

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>1. Thank you all for coming, I appreciate there is lots going on before Christmas but we wanted to tie up a few loose ends and have a Christmas drink to round off the year.</p> <p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 Amy confirmed bouncy castle is due annual test on 11th January 2018. Amy to action.</p> <p>Following a meeting with the Solicitor some questions have been raised about the hire agreement. Caroline to discuss the concerns with Steph as soon as possible in the New Year.</p> <p>2.2 Half Marathon – Louise was not present but Leanne was unsure on which charity she will be supporting.</p> <p>2.3 Co-op membership –only open to apply every 12 months and all applications then go into a ballot. Need to wait until applications open again but it could be a while before we could get selected. Lyndsey to keep an eye on it.</p> <p>2.4 Bingo – another successful event.</p> <p>ITEM 3. TREASURER'S REPORT (SM)</p> <p>3. Completed by Susie, Leanne to take over reporting from Dec 17</p> <p>£5188.04 in the bank as of 1/12/17.</p>	<p>AL</p> <p>CD</p>

The money from the cake sale held at parents evening has yet to be banked - £60 float and £47 takings. School office only gave Leanne the takings and not the float so Leanne returned the takings to the office so all could be banked together. Leanne to collect all £107 as soon as possible in the New Year and bank it.

LM

ITEM 4. MONETARY REQUESTS

4. A list of requests were shared by Steph prior to the meeting:

- All school Christmas Puppet show
£400 – agreed, although discussion had around the fact it was advertised on the school app that PTA had paid for this before it had been agreed.
- Funding for class set of Djembe Drums and Boomwhackers
£1600 – not agreed. Defer to next meeting for more information about what the purchase includes, how much maintenance/replacements would there be and would the equipment be available to all. A large sum of money discussion had around whether we could get local grants (applied for by the PTA not school) to help fund this. Jon to look in to.
- Pottery man RAF 100 top up
£600 (total £1000, £400 covered by the school) – not agreed. Defer to next meeting for more information. Would pottery be kept at school or sent home for individual child to keep? Does every child get the opportunity to participate?
- Super Coomber Stereo and additional speaker for outdoor use
£1800 – agreed
- Personalised book tokens
£126 - agreed

The reason for deferring two of the requests is due to the total sum of monetary requests, including the coach for Young Voices (approx. £700) which has yet to come out of our account, it is similar to the amount in the bank.

It was discussed that we should keep a minimum amount in the account (£750), which would be enough to pay PTA UK, insurance and to fund an event – in case a big fundraiser like the Summer or Christmas fair got cancelled for any reason.

ITEM 5. CHRISTMAS FAIR

5. Really successful event making £2129 profit. Feedback:

- Great that year 6 were able to help with the new stalls/games
- Lots of compliments about the food this year. Already approached Adam Webb about cooking the food for the BBQ at the Summer Fair!
- Full debrief including pros and cons has been created as a separate document to go in to the PTA folder for review next year.
- Steph sent her thanks for another great fair!

ITEM 6. NATIVITY REFRESHMENTS

6. Made profit of £23.67 (R and Y1 performances) Selling refreshments at the Y2 performance on 18/12/17. Feedback:

- Refreshments more of a thank you than a money-making event.

<ul style="list-style-type: none"> Had to buy all refreshments this year (except hot chocolate as lots in PTA cupboard) as no left overs from Christmas Fair. 60 mince pies, hot chocolate and 4 bottles of mulled wine. 	
<p>ITEM 7: UPCOMING EVENTS</p>	
<ul style="list-style-type: none"> Half term Disco – Wednesday 7th February 18 Bingo – Friday 2nd February 18 TBC – Leanne is happy to organise and will confirm the date with Tim 	<p>LM</p>
<p>ITEM 8: ANY OTHER BUSINESS</p>	
<p>8.1 PTA pop up banner – Steph is happy for the PTA to purchase and will look for artwork and supplier that the school have used before. Holly to follow up in New Year</p>	<p>HB</p>
<p>8.2 PTA meeting notifications to be sent out through the school app to help increase attendees. Holly to pick up with Steph.</p>	<p>HB</p>
<p>8.3 Recruitment drive needed as lots of deployments or other commitments coming up for current members and their families. Few suggestions to explore further; bring a friend, cheese and wine night, capture new reception parents earlier (like at open days etc)</p>	
<p>8.4 Susie concerned about alcohol licence. Do we need one? Previously told that as we are behind the wire we don't need one, but feel we should look into this further. If we do need one we need to apply for a temporary licence for each event we hold that sells alcohol.</p>	
<p>8.5 We still haven't received money from the BBQ company at the Summer Fair. We understood that we were getting a percentage of the takings? Can we ask Steph to chase?</p>	<p>SF</p>
<p>8.6 Evening meetings – If it is not always convenient to hold the meeting at the school on an evening could we look at alternative venue? Maybe the Church, Leanne thinks it is free on a Tuesday evening. Or people's houses, but discussed this may put off new people coming.</p>	
<p>8.7 Message from Steph – "Please pass on my thanks to everyone for their continued support to the school – it is very much appreciated by everyone."</p>	
<p>ITEM 9: DATE OF NEXT MEETING</p>	
<p>Tuesday 16th January, 9am in the Wessex room. Option for younger children to attend.</p>	
<p>Discussed future meetings and all agreed that 1pm or straight from school was not a good time. Either 9am or 7pm to alternate times where possible.</p>	

Minutes taken by: *Amy Laker*
Minutes written by: *Holly Bateson, Secretary*