



MINUTES: PTA EVENT MEETING
RAF BENSON COMMUNITY PRIMARY SCHOOL
8th November 2017, 7pm

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

	ACTION
<p>ITEM 1. CHAIR'S WELCOME</p> <p>1. Caroline wanted to thank Ellie for the Chairs handover. Caroline thanked all involved for a successful Halloween disco and thanked Susie for providing a good handover of the Treasurers role with Leanne.</p> <p>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</p> <p>2.1 Cost for new bingo balls (TT) – Tim had carried out some research and found a suitable machine with balls included on Amazon. Cost £35.50 + £7 postage. The amount was agreed and Tim was asked to put through the order. Tim to share receipt with Susie to be reimbursed.</p> <p>2.2 PAT testing and risk assessment for bouncy castle (AL & CD) – Caroline found a community bouncy castle risk assessment online and Caroline and Amy have reviewed and adapted the assessment for the PTA bouncy castle. Caroline and Amy are preparing to meet with the station solicitor on 16th Nov to review all of the bouncy castle paperwork.</p> <p>The station is unable to complete any PAT testing for us. Amy put a call out on Facebook but has had no response. The decision was made to pay somebody to do it. Amy will find someone locally to carry out the testing on the blower and extension as soon as possible.</p> <p>2.3 Local running events (LMC) – Lou and Leanne have signed up for the Hampton Court half marathon on 18th Feb 18. They will be raising money for the PTA/School and Lou is aiming to raise £500. Lou to look in to getting a t shirt.</p>	<p>AL</p> <p>LMC</p>

2.4 Coop blue membership (LS) – Ongoing. Lyndsey is waiting to hear from co-op about the charity bag. Lyndsey has also approached Waitrose. **Lyndsey** to check with Steph if the school has any other plans for Waitrose.

LS

ITEM 3. MONETARY/SPENDING REQUESTS

3. None. Agreed that this item should remain as an Agenda item for every meeting.

ITEM 4. HALLOWEEN DISCO (SM)

4.1 Really successful event making £306.72 profit. Feedback:

- Massive improvement having teachers check the children in. It made the registration process a lot smoother and quicker. A must for all future discos.
- Crisps were added back to the tuck shop menu and were very popular. As well as the juice cups.
- Next time include 'free tattoo' on the poster. Lots of parents/children asked how much it was.
- Having more teachers within the disco allowed more control.
- Veggie hotdogs were very expensive and we only sold one but, they are needed.
- Colouring provided for children in the library, who were waiting for their or their siblings disco was a really good idea. Utilise this activity for future events.

Big thank you to Martyn Dainty for providing the music.

Susie to start a new PTA event folder, provided by Leanne, to keep and record all event notes.

SM

ITEM 5. CHRISTMAS CARD UPDATE (LM)

5. A discussion was had about Christmas cards. Some concern regarding the theme displayed on the cards however, this will be fed back to Steph for next year.

Leanne to issue a FB reminder about the deadline, 10th Nov and that the cards could also be used as 'thank you' cards.

LM

Leanne will be processing the orders at school on the morning of 13th Nov to allow for any last-minute additions.

LM

Suggestion that next year the design work is completed in school before October half term.

ITEM 6. UPCOMING EVENTS

6. Update:

- Bingo (LM & TT) – Posters are up. Doors open at 7:15pm, eyes down at 7:30pm. As per previous, charges will be £2 per game or £10 per book.

<p>Leanne to buy prizes (choc, wine and cash), first caller wins. Using up stock from the PTA cupboard rather than buying more, just need to purchase some cans.</p>	
<ul style="list-style-type: none"> Parents evening stand (HB & LS) – Waiting for the school to send out the appointment request before asking for availability. Holly to ask for volunteers and set up a rota. Lyndsey will drive the cake donations. Agreed that we sell what we have and we won't purchase any extra cake. 	HB
<p>Holly to prep PTA boards. Amy to give Holly bouncy castle flyers, Leanne to provide Holly a jobs list for the Christmas Fair. Holly to create a sign up sheet for volunteers.</p>	HB
<p>Holly to ask Steph if we can show the PTA thank you video.</p>	HB
<ul style="list-style-type: none"> Christmas Fair (LM & LMC) – Raffle tickets have been ordered (3000). Need to be sent out through school on 15th Nov, 2 weeks before. Meet up at Leannes on 13th Nov to prep tickets and fold letters etc. 	
<p>Can we serve prosecco as well as mulled wine? Mulled wine didn't sell well last year, but we were able to use it up at the nativity. Leanne and Lou to cost up prosecco including nicer cups to serve it in.</p>	LM & LMC
<p>Turkey baps, Adam Webb has offered to be the chef. The initial quote for meat is a lot more expensive than last year. Leanne to follow up with other suppliers to compare and find a cheaper option.</p>	LM
<p>9 class stalls and in addition to them selling their class goods the PTA will provide a Christmas game for each table. Little bag of sweets for the winners. Games to be shared out among the PTA for creation. Leanne to share list.</p>	LM
<p>Mrs T has agreed to come back and be Santa's helper! No Santa yet. Lou is following up a lead.</p>	LMC
<p>Santa's workshop (reindeer food, decorating salt dough) and grotto to take place within the year 1 classrooms. Jon to take the lead on sending out letters for parents to apply for a time slot and allocating spaces. 15 minute slots for up to 20 children, providing 160 spaces.</p>	JP
<p>School choir to open Fair from 4:15pm. Opportunity to sell hot drinks from the hatch at 4pm.</p>	
<p>Leanne has created the Fair poster. Leanne to print flyers for leaflet drop around camp 2 weeks before.</p>	LM
<p>ITEM 7: ANY OTHER BUSINESS</p>	
<p>7.1 Amy gave bouncy castle money to Leanne, totalling £150.</p>	
<p>7.2 Tim asked if we needed another meeting before the Fair. No additional meeting required as it is being led by Leanne and Lou.</p>	
<p>7.3 Caroline asked if we need to include the Treasurer's report to the agenda for each meeting, now that we are no longer having separate committee meetings. Decision was made to only include the report when there were any updates. Susie has been emailing the monthly report to Holly to include with the minutes and upload to the website. Leanne to continue doing this.</p>	

ITEM 8: DATE OF NEXT MEETING	
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8. Christmas drinks to follow the next meeting. Agreed date 15th Dec at 7pm. This was to avoid Christmas balls, school events and work shifts. Holly to book a space at the Shepherds Hut.	HB
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Minutes written by:

Holly Bateson

Secretary