



**MINUTES: PTA EVENT MEETING**  
**RAF BENSON COMMUNITY PRIMARY SCHOOL**  
**4<sup>th</sup> October 2017, 8:25pm**

Present	Ellie Chisholm Caroline Dainty Leanne Minns Steph Fawdry Alexandra Lewis Susie Mackay Holly Bateson Tim Thorpe Rob Gray Jasmine Lakey Debbie Watson Jon Purchase Louise McCaffrey Lyndsey Stanford	Chairperson Deputy Chairperson Secretary Head teacher Deputy Treasurer Treasurer Deputy Secretary
Apologies	Amy Laker	

	ACTION
<p><b>ITEM 1. CHAIRS WELCOME</b></p> <p>1. Ellie welcomed Caroline to the role of Chair and Caroline started the meeting.</p> <p><b>ITEM 2. MATTERS ARISING FROM PREVIOUS MINUTES</b></p> <p>2. It was decided there was no need to review minutes from the last event meeting in July.</p> <p><b>ITEM 3. MONETARY/SPENDING REQUESTS</b></p> <p>3. A list of requests were shared by Steph:</p> <ul style="list-style-type: none"> <li>• Class topic enrichment - £50 per class (9) £450 – agreed and paid</li> <li>• Class reading enrichment - £50 per class (9) £450 – agreed and paid</li> <li>• Annual scrap pod top up £800 – agreed and paid</li> <li>• Coach for KS2 Young Voices trip (12<sup>th</sup> Jan 18) – supported each year Approx. £700 – agreed</li> <li>• Annual Cross Country subscription £60 – agreed</li> </ul>	

<ul style="list-style-type: none"> <li>• Whole school rhythm day – outside providers (1<sup>st</sup> Nov 17) £300 – agreed</li> <li>• Badge making machine – the ability to create button badges for the new ‘THRIVE’ initiative. Aspiration to get each letter. Can also be used for lots of other initiatives/activities across the school. £500 – agreed</li> </ul> <p>A written request was also submitted to the treasurer.</p>	
<p>3.1 Tim requested bigger bingo balls. <b>Tim</b> to look in to the balls and their cost ahead of the next meeting and bring a written request for the Treasurer.</p>	<p><b>TT</b></p>
<p><b>ITEM 4. BOUNCY CASTLE UPDATE (HB ON BEHALF OF AL)</b></p>	
<p>4. 25 bookings since May 2017. Income generated £550 including 3 free bookings (summer fair, charity event and raffle prize).</p>	
<p>4.1 Annual test due on 11/1 in Birmingham. <b>Amy</b> will arrange.</p>	<p><b>AL</b></p>
<p>4.2 PAT test due on blower and extension lead. Tim can carry out a PAT test on the extension lead, but not the blower. Thoughts around the table were that PAT testing could be completed on station. <b>Caroline</b> and <b>Amy</b> to speak to their husbands and follow this up.</p>	<p><b>CD &amp; AL</b></p>
<p>4.3 From the previous meeting there was a query regarding the bouncy castle insurance and whether or not there were restrictions on where the bouncy castle could be used. Ellie confirmed that we were covered for £10million by PTA UK insurers and that as long as it met the manufacturers guidelines and applied with Health &amp; Safety regulations then there were no restrictions listed. Ellie thinks that a risk assessment should be completed. <b>Caroline</b> to follow up with <b>Amy</b>.</p>	<p><b>CD &amp; AL</b></p>
<p><b>ITEM 5. UPCOMING EVENTS (PTA ANNUAL PLAN)</b></p>	
<p>5. Event dates confirmed and coordinators allocated:</p> <ul style="list-style-type: none"> <li>• <b>Adult only Bingo</b> – Friday 17<sup>th</sup> November, 7:30pm Coordinators – Leanne &amp; Tim</li> <li>• <b>Halloween Disco</b> – Wednesday 1<sup>st</sup> November Coordinator – Susie. Help on the day/night offered by others.</li> <li>• <b>Parents Evening</b> – Wednesday 15<sup>th</sup> November – manned stand alongside a cake sale. Cakes donated. Coordinator – Lyndsey. Set up rota to cover the stand. <b>Steph</b> to confirm timings.</li> <li>• <b>Christmas Fair</b> – Wednesday 29<sup>th</sup> November, 4:30pm – 6:30pm Coordinators – Leanne and Louise</li> <li>• <b>Nativity refreshments</b> – Monday 11<sup>th</sup> December, 2pm – 3pm and Tuesday 12<sup>th</sup> December 10am – 11am and 5pm – 6pm. Coordinator – Caroline. Jasmine and Debbie both offered to help.</li> </ul>	<p><b>SF</b></p>
<p><b>Holly</b> to update PTA Annual Plan and upload to the website.</p>	<p><b>HB</b></p>
<p><b>ITEM 6. AOB</b></p>	
<p>6. Other projects and future event ideas:</p>	

<ul style="list-style-type: none"> <li>• Christmas cards – Leanne has ordered the packs and is working with the school to ensure there is plenty of time this year. Artwork for the cards will be completed by the children in school. Leanne will go in to the school on the deadline day to input the order. Pack cost is £3.65 which retail at £5 per pack.</li> </ul>	
<ul style="list-style-type: none"> <li>• Now the PTA is a registered charity there is the option for individuals to fundraise. Louise is running a half marathon and suggested raising money for the school. <b>Louise</b> to bring dates of local running events to the next meeting.</li> </ul>	<b>LM</b>
<ul style="list-style-type: none"> <li>• Event suggestion of a family ramble. <b>Debbie</b> to bring more details to the next meeting.</li> </ul>	<b>DW</b>
<ul style="list-style-type: none"> <li>• Coop blue membership cards – option to nominate the school as a charity. <b>Leanne</b> to follow up on how to be nominated etc.</li> </ul>	<b>LM</b>
<p>6.1 Jasmine asked if the class rep role was any longer? Response from the committee was no. Decision made at the last meeting due to reps not turning up to meetings or actually doing anything. All of the PTA are responsible for promoting activities and sharing information.</p>	
<p>6.2 <b>Steph</b> to upload the PTA thank you video to the PTA pages on the website.</p>	<b>SF</b>
<p>6.3 PTA newsletter – <b>Leanne</b> to write copy and <b>Holly</b> to administer termly. Next issue due before half term.</p>	<b>LM &amp; HB</b>

Minutes written by:

*Holly Bateson*

Secretary