



PTA Meeting

Monday 4th November 2024

Apologies:

Kelly Middleton
Sam Welsby

Attendees:

Heidi Clarke
Robyn Henmings
Rebecca Schofield
Siân Jones
Rachel Mold
Karen Jeffries
Anna Symonds
Laura Joynes
Bex Jones

Financial update

- £1,695.07 in account as of 3/11/24
- Quiz -£58.07, Parents night out- £92.20, Christmas cards-£126.29.
- Paid out £175.02 for Christmas book gifts for the children

Christmas fair

- Job roles for the fair discussed and are as follows;

Anna- entrance host, raffle and float (raffle to be drawn at 6.30pm)

Robyn and Holly- grotto elves

School teachers- café and human fruit machine (confirmed by Sam before meeting)

Heidi- float

Rebecca- bottle stall

Karen- set up, drop off uniform for pta stall
Year 6's- pta uniform sales and handmade items they've made
Siân, Laioni and Becky- craft tables
Rachel- handling money for Bex's Xmas baps stall
Bex- food handling for Turkey baps stall
Laura- Tombola
Sally- name the soft toy stall

- We discussed about packing away the 'safe spaces' and pods for the fair as we will need the room for tables. This will be done with staff so this is done with care.
- Robyn mentioned she has lots of moving boxes and can help make the human fruit machine. We then talked about what the loser and winner prizes should be for the game. We decided candy canes was a safer bet due to allergies for the losing prize and a soft toy for winning prizes. Heidi will image and purchase these from a discount retailer (x100 canes and x20 soft toys).
- Grotto gifts were confirmed, Heidi will purchase activity packs (x150 surplus can easily be used for next year as non perishable item). The charge for the grotto was discussed to be around £3 per child. Robyn has looked into a photographer (as per last meeting) and they have confirmed the images will be £10 each per digital print (one or more children in the same photo) and the photographer will not charge an attendance fee.
- Sam has confirmed before the meeting she has purchased the grotto backdrop and lights for the school, so they can reuse.
- Bex asked for someone to help handle the money when she is serving the food, Rachel has agreed to help. Bex confirmed x96 baps to order, x48 sausage rolls and all receipts to go to Rachel. Sarah mentioned about Warburtons giving away free baps/ bread, we will look into this.

Christmas Ball

- We looked at dates and couldn't agree on a date in December that would be appropriate as the cleaner has fed back to Sarah that PTA events need to be on a Friday due to the clean up.
- The event has therefore been scrapped so we can concentrate on the talent show in January.

Christmas wreath making

- £35 final confirmation on cost agreed by all
- Poster and ticket source ready to go live tomorrow now the half term is out the way, so as to not overwhelm parents. We discussed keeping the tickets on ticket source as numbers are easy to keep track of rather than bacs and easy to refund should an event get cancelled. Karen asked for the ticket sales to close by Wednesday 27th, giving her enough time to get materials needed. Robyn will set this on ticket source.
- Anna agreed to bring her hot chocolate, tea and coffee urn to help with the refreshments.

Confirmation of PTA committee members/volunteers

- Confirmation needed for official records, confirmed that Kelly was a volunteer (as per Laura) as committee members need to attend a minimum of 6 meetings a year. We confirmed roles in the AGM, this has not changed since.

Buses

- Robyn voiced an idea regarding buying a bus for the school through the cashpot scheme and using a teacher to drive it. It's a cheaper option for school trips and could be something the PTA can raise money towards. For this to happen a proposal would have to be sent to Sam stated by clear plans. Perhaps local businesses could sponsor?

Advertising

- Robyn mentioned perhaps advertising in the Shipston forum for events in the future as this is something we are currently missing out on. Rebecca agreed to look into this and find costings.
- Rebecca mentioned the Tredington six parish booklet that comes through her door at Tredington and perhaps this could be something to also look at, Rebecca to find out more.

Target for fundraising

- Anna wanted to address the importance for a target of fundraising from the PTA. We decided it would be split into short term and long term goals.
- Short term goal; Newbold site mud kitchen
 - Amazon wish list for books (Sarah offered to help with this)
 - OPAL items (teachers to compile a list to present to the PTA)
- Long term goal; creating an experience for the children (theatre, cinema, pantomime) that some children wouldn't be able to have, that the PTA would then pay for. This would have to be done on a Saturday as Sarah stressed how tight the school curriculum is.

Any other business

- Rebecca wanted to confirm for the folder records and future events, who is DBS checked (all, however Rebecca and Laura need a db's with the school as well) and who holds a paediatrics first aid (Sarah, Heidi, Rebecca and Laura).
- PTA night out was discussed and Tuesday 10th December was the best date agreed at the table. Anna offered to get info and pricing from local places.
- Heidi wanted to say that it would make sense for just one person to reply to PTA emails, all members agreed going forward Heidi would be the one responding to avoid any crossovers, normally done by a secretary role but Heidi has access.
- Heidi asked all members to add their email address onto a page for the folder documentation and to forward all minutes across.

Our next meeting will be Monday 18th November in order to confirm Christmas fair plan, at the carriage room in the George in Shipston (Rebecca S to book).

Easy fundraising;

www.easyfundraising.org.uk/causes/ntsptfa