

PTA MEETING

2nd May 2023

In Attendance

Mrs Bloomfield (Head Teacher & Secretary)

Caroline Stokes (Chair)

Hayley Kelly (Treasurer)

Apologies

Louise Bennett (Vice Chair)

Coronation Cake Sale – Friday 5th May

The event has been advertised in the newsletter and on class Whatsapp groups. Caroline will get a reminder sent out this week on social media. It had been agreed we'd also sell second hand books, so a request for donations has gone out.

We have a few volunteers to help collect donations in the morning, and then to set up and run the event. We got the jubilee bunting out from the cupboard. Mrs Bloomfield will get Belrock to put some bunting up outside before the day and we can keep her bunting with ours moving forward. We'll put up the rest of the bunting on the afternoon of the event.

The event clashes with swimming for Caroline's children so she'll need to leave early. That's fine.

We asked Debbie (Caterlink) about what she needs for the event. She has tea, coffee and cordial. There is hot chocolate in the PPA room and also marshmallows. Caroline will bring the squirty cream left over from World Book Day. Debbie will use plastic beakers for cordial and mugs for tea – all can be washed in the kitchen dishwasher afterwards. She doesn't have any sandwich bags to hand out cakes in so Hayley will buy these. Libby's cakes are wrapped in cellophane.

It was agreed that we'd set up Libby on the other side of the hall so she can have a separate queue. Last event, some people took one look at the queue and decided not to bother. So if we have 2 separate queues, one for Libby and one for drinks and shop-bought cakes, this might resolve this problem. It will also make things easier in terms of payment as Libby has her own float and so people have to pay separately for her cakes and the items on sale from the PTA. We'll trial it at this event and see how it goes. We might need someone giving guidance to the parents about there being 2 separate queues though, or maybe additional signage.

We could sell ice pops which are left over from a previous event (never frozen). Debbie said Caroline could bring these in today to freeze in the school freezer and any left overs can stay there until the summer fayre as there's enough room. We'll need scissors to cut open the ice pops.

Caroline checked that the hot chocolate and marshmallows are still in the PPA room. Debbie will have to heat up the urn in advance for the hot chocolate.

Caroline will print out some coronation activity sheets to colour in (pens will be in the cupboard). The teachers may also have some spares which they can give us.

Caroline is compiling a list of children who will need to come straight to the fayre rather than being collected as their mums are helping with the event. Caroline will forward this to the office so teachers can be made aware.

The PTA set-up box and refreshment sign are both in Mrs Bloomfield's room. The tablecloths will need to be taken out of the cupboard on the day (the red ones).

Caroline has some blue and red balloons but not many. Hayley will buy some white ones and a few more red and blue ones.

The volunteers have been asked to wear red, white and blue if possible.

Caroline will come in early on the afternoon to sort through any book donations and come up with a sticker system for pricing.

Summer Fayre - Thursday 22nd June

Non-Uniform Day Friday 9th June

Discussed what donations we should ask for – decided on bottles. We'll need volunteers to help collect them in and then get them labelled. Hayley will buy tombola ticket books for all tombolas.

Non-Uniform Day Friday 16th June

Discussed what donations we should ask for – decided on Pre-Loved Toys which is a new experimental stall. We'd need to specify that we don't want large/bulky items due to storage and disposal issues. We'd need board games & jigsaws to be complete. Only age appropriate toys. No toy guns/weapons. No electronics as they might not work or need batteries. We'll need lots of volunteers to sort through everything and label up with Caroline's price gun.

Raffle and Silent auction

We're not making great progress with getting prizes although we have a prize from Christina, one from Collette and Fiona & Jackie are helping. Ideally Caroline would like to delegate this aspect of the fayre as it is a large job. This fayre, she could work with a committee and then maybe they could take over fully for the next fayre?

We'll need to work out what prizes to put on the raffle tickets and get them printed and handed out in advance. If we haven't got any great prizes by then we can always just put on cash or vouchers and use PTA money if necessary. At least we have the licence in place. Hayley will see when we ordered the raffle tickets last time and we can diarise that. We can ask for volunteers to staple the flyers and envelopes etc. Also, we worked out that people

didn't have to write classes on the back of all tickets as that was only to help us work out which child had sold the most. So the raffle ticket instructions can be revised to make things easier.

Buy prizes in bulk

At Christmas we did this 4 weeks before the fayre but then there were delays with delivery. Louise will hopefully be happy to store at her house again? Hayley & Caroline put Friday 19th May in the diary, first thing after drop off, to meet up and do the bulk order. We'll let Louise know in case she can make it or let us have her log-in details for the order.

Advertise date

The fayre date has been advertised in the newsletter a while ago but Caroline will prepare a flyer to go out soon to advertise the fayre. She's diarised when to put the banner out – although does it say Friday rather than Thursday?

Choose stalls and get volunteers

Caroline has prepared a provisional list of stalls. Unfortunately, we can't have pony rides as Tina doesn't have transport for the pony. Louise has suggested Welly Wanging instead so we'd need to work out what that involves.

Beat the Goalie was very popular last year – it would be great if we could have 2 people from Footiebugs to help with this. Mrs Bloomfield rang to ask about this and said we'd let them give out their flyers. We'll need to wait to hear back.

Mrs Bloomfield will ask Mrs Khosla to speak to Caroline about the bouncy castle and whether to get a bigger/better one so we can have more children bouncing at once as it was very popular. It doesn't matter what time the bouncy castle arrives on the day, and as it's a Thursday it can be collected on the Friday at any time really.

Mrs Bloomfield will show the stall list to staff at the meeting today and then pin the list up for staff to sign up. It will need to be checked regularly. She will also send the list to the Governors. Caroline will ask for PTA volunteers.

Independent stalls

As there's so much more room at the summer fayre, we can advertise the availability of independent stalls. Hayley will contact Becky Street who asked about this back at Christmas. Also there's a nursery mum who makes scrunchies? We can charge £20 per stall. Caroline will write a piece for the school newsletter letting people know about independent stalls.

A company running nerf gun activities has been in touch with the school to see if we want them at the summer fayre. For health and safety reasons, we decided against this.

Miscellaneous

Debbie is aware of the date of the fayre and will help with refreshments with Libby.

Tina has said she'll help with face painting. Hopefully Miss Allen will be available to help with this too?

It would be good to do something like Name the Teddy as that wasn't much effort and it brought in good money at the Christmas Fayre. Maybe guess the number of Lego pieces in a jar? Caroline & Hayley both have Lego they could donate.

In case of very bad weather for the summer fayre, we'd try to put all the stalls into the school but some stalls like Hook a Duck and Beat the Goalie wouldn't work. We'd try to cancel the bouncy castle and postpone it to another date when the children can benefit from it (without paying) on another day with better weather.

Year 6 Leavers' Party – Wednesday 19th July

Caroline will book the bouncy castle to come early in the morning so the other children in the school get the benefit during the day. We can try and get a discount by booking the bouncy castle at the same time as the one for the Summer Fayre. Mrs Bloomfield has previously told Caterlink about the date.

Jacqui Nkuzi-Hung climbing Mount Kilimanjaro 3-9 November 2023

HSBC will match anything raised on Just Giving. All proceeds are going to our PTA. Caroline will ask Jacqui to write a piece for Yew 2 You and we'll think of other ways to promote this.

PTA Garage/Storage issues

Mrs Bloomfield asked John Williams from Belrock to get us access to the garage and get a skip. Hayley and/or Caroline could be there to supervise and say what needs to be disposed of and we need to work out if the garage is suitable to use in the future or if it just needs to be dismantled. John Williams will also need to make sure it's been checked for asbestos.

We discussed storage of Pre-Loved Uniform again – Mrs Bloomfield may have some space in one cabinet drawer once they've gone paperless. We'd have to prioritise items like blazers and ties which are the most popular.

The photocopier has finally been removed from the PPA room so there's more space there now. We had previously thought about using that space for PTA storage.

Treasurer Update

Hayley confirmed there is just over £6,700 in the PTA account. The money from Doughies and Rags to Riches has arrived.

We need to submit an annual return by the end of June. Hayley & Caroline will meet on Wednesday 24th May to do this together.

School Wish-List for PTA Funds

We discussed fund raising for something major, like revamping the tyre park which has finally been cleared. But we usually only raise about £4k per year and we have a very small organising committee so it seems unlikely we'd suddenly be able to raise £15k. So we might have to wait 3 years to do something about the tyre park if we wait for PTA funds to pay for

it. In which case, it might be better to use it on smaller items instead so parents can see the PTA money is being put to good use.

Mrs Bloomfield needs new drinks trolleys for all the classes – she'll get a member of staff to look into this to see about the costs. Also the basketball nets can be pushed over so she needs new ones. Some of the teachers have suggested an animal man visits all the classes. We do need to advertise what PTA money is being spent on to keep families engaged.

Mrs Bloomfield recently asked Hayley if the PTA could put some funds towards the Year 6 residential otherwise it wouldn't be able to go ahead. This was agreed, but we'd need to make sure we do this in future years to make sure it is fair.

Childcare have recently won a £15k grant for childcare equipment but can't use it for anything which can be fixed to the ground.

Money Jars

It was agreed this was something we'd look into in September as we've got a lot to do with the Summer Fayre.

PTA page on school website

This has been updated recently and now has some committee photos on and a description of what the PTA does. The newsletters haven't made it onto the page yet. There's a problem with attachments Caroline sends to the school office so her photo isn't on the webpage yet and she hasn't yet sent in old PTA photos for the blog. A man from IT was there who helped with this and removed restrictions on the attachments Caroline sends in so hopefully that will resolve it.

Scholastic Book Fayre

This will be 10th – 17th October 2023. Volunteers will be needed for half an hour at the end of the school day each day.

Pre-Loved Uniform

We'll be selling this at the Summer Fayre, but the problem is that a lot of people don't donate uniform until the end of the term and then it's too late to have a uniform sale before September. It was agreed we'd have a Pre-Loved Uniform Sale in the school on the day after term finishes. Wednesday 26th July, 10am-11am (to enable us to set up from 9am). We'd need to send reminders towards the end of term for people to donate uniform, and also collect it on the last day of term. Mrs Bloomfield will be available to help.