

## AGENDA

- Apologies for Absence
- Minutes of Last Meeting - Friday 2nd February 2018
- Review of last terms events
- Treasurer's Report / Summary of accounts
- Update on fundraising target/aims
- This terms fundraising events/activities
- Any Other Business

## Minutes

**Meeting Opened:** 9.05am Friday 4th May 2018 by Nikki Rooney.

**Apologies:** Jo Houslander, Shona Bell, Jess Matthews, Lorna Prill

**Present:** Catherine Pinder, Samantha Martin, Nikki Rooney, Mina Gingell, Darren Goodson, Mel Bowden, Danielle Jackson, Susan Robinson, Kate Polackova, Carmel Sharpe, Warren Stanborough & Mr Avey (joined around 9:45)

Minutes of last meeting (available on the [PTA webpage](#)) were read and agreed by all.

### Treasurers's Report

#### Treasurers Report @ 02/05/2018

School Year 2017/2018

Balance B/Fwd in bank from Previous school year 16/17

£ 2,892.72

Raffle	10	
Raffle	171	
Raffle	280.00	
Raffle	238.00	
Shop	327.80	
Bazaar	559.75	
Cards	1,212.00	
Subs	405.00	
Subs	40.00	
Uniform Sale	25.50	
easifundraising	26.97	
16/17 Gruffalo Cake sale - cash held back for float banked 18/12	64.80	
easifundraising	28.57	
Valentines Disco	286.19	**
Comedy Beats	1,384.35	**
Easter Egg Trail	275.05	* not banked
easifundraising Q4 2017	156.60	**
Uniform sale	29.00	* not banked
	<u>5,520.58</u>	
		£4 iou paid directly and banked by school

#### Less Costs/Transfers to school

Chess sets	-70.00
PTA Insurance	-65.00
Lotteries Licence	-20.00
cards	-781.59
Valentines Disco Tuck	-55.02
Valentines Disco Hall	-30.00
Easter eggs - Lorna	-69.00
Licence Comedy Beats	-21.00
	<u>-1,111.61</u>
	<u>£ 7,301.69</u>

Bank Balance 16/02/18 by phone S/ment due May 18      £ 6,997.64

Difference      £ 304.05 \* two unbanked items holding for float for May Day

\*\* items not showing on latest s/ment @ 16/02/18

The report was read and discussed by those present at meeting.



Each event from the last term was then discussed along with the funds raised.

**February Half-Term Disco - Friday 9<sup>th</sup> February 2018** Ticket sales for this were quite slow to start but ended up with around 80 children attending. A total of £286.19 was taken, but once costs of £30 hall hire & £55.02 tuck shop costs are taken up the event made a profit of £201.17. Catherine reported ticket sales through the office was fine and works for parents, but is not always ideal for the office given drop-off and pick-up are already busy times for them. It was agreed that for future PTA events tickets would still be available from the office but that a rota would be drawn up and volunteers sort to sell tickets outside the office each day (am & pm) for 10-14 days before the event. This has the additional benefit of making sure that parents know about the event and that tickets are available to purchase. It was also noted that ticket sales seem to be better when teaching staff talk about the events within the class during the run up to events.

**Comedy Night - Thursday 15<sup>th</sup> March:** Just under 100 tickets were sold for this event in the end, some to parents at the school, but many more to friends and others from the local community. Costs incurred were £112 hall hire, £21 license, £285.60 wine, £120 prosecco, £110.40 soft drinks, £87 food, £18 napkins & plates resulting in a total profit of £1,384.35. The group agreed the night was a great success and are happy for Jess to run the event again in 2019 – potentially Thursday 7<sup>th</sup> March 2019 (date TBC).

**Easter Egg Hunt:** As with the school disco, ticket sales for the Easter Egg Trail were quite slow but in the end 80 children took part at Ghyll Manor. Despite much effort to find a sponsor/donor the easter eggs had to be brought this year so 120 eggs were purchased for £70 using a £20 gift voucher and taking advantage of an early sales offer at Tesco. This meant that the 50p increase on the ticket price to £2.50 each almost covered the cost of the eggs. The remaining 40 eggs were sold after school the next day for £1.50 resulting in an overall profit of £205. The idea of holding a chocolate bingo event as something a bit different next year instead of the Easter Trail was proposed and discussed. The longer serving parents at the school recalled that 'chocolate bingo' was an Easter activity that has previously been done at the school so it was agreed that 'chocolate bingo' would either be the activity of choice on either alternate years or as a Plan B in years when the weather is not ideally suited to a safe outdoors Easter Trail.

**Pop-Up Uniform Shop – Friday 20<sup>th</sup> April:** Thanks to everyone who has and continues to donate items for sale. The sale made a record total of £29. It was agreed that the next uniform sale will be for new parents at the welcome meeting to be held before the end of the summer term. Laura Mott confirmed that she is happy to be contacted via Classlist should anyone be in need of uniform items between sales. There is now a considerable surplus of some items that need to be recycled or sold so the group discussed the possibility of holding a 'Bags of support' or 'jumble sale' (see below for more details).

**Easifundraising Q4 (2017):** It was noted that the PTA had received £156.60 from EasiFundraising as a result of purchased made by parents via the app in Q4 of 2017 (includes Christmas). This is the largest amount received so far and demonstrates what a significant income stream this could be if more parents registered and remembered to use this free app/online service. It was agreed that Danni would post about EasiFundraising, giving the links and more information on Classlist. It was also agreed that details would be given to new parents along with other information about the PTA in the school welcome pack.

#### Update on fundraising target/aims

**Daily Mile:** At the last meeting the 'daily mile' idea was discussed (see [www.dailymile.co.uk](http://www.dailymile.co.uk) for more information) as a great way to enable child to do at least 15 minutes a day of exercise. The idea of the PTA funding a new track around the school field was discussed and an investigation of the likely costs requested. Since then several quotes have been received indicating that the proposed conversion of the existing 'wellbeing walk' is not practical (due to likely risk of movement due to tree roots), or financially viable (quotes were in the region of £5,000 - £10,000).

It remains a possibility that the PTA will be requested to provide funding to help cover the cost of expanding the tarmacked playground area (up to the border with adjoining properties gardens) once the new climbing frame is installed. This could require £8,000+. Should this top-up to the sports premium funding not be required then Catherine confirms that there are many other ways in which funding could be spent.



## **Fundraising**

**May Day:** Friday 4th May was a non-school uniform day to collect bottle contributions for the PTA Tombola Stall at this year's Village May Day Celebrations. Approximately 170 donations were received so thank you to everyone for your support with this. It was agreed that non-school uniform days were a good way of collecting donations and effort would be made to work with the school to do this whenever possible.

**'Bags of Support':** It was proposed last term that the possibility of holding a 'bags of support' day be looked into before the end of the summer term. This involves everyone donating unwanted items (clothes, bags, shoes, toys etc) on a set day and in return the company paying a set price according to the weight of the good donated. The PTA have done this before, as has playgroup, however it was felt that the price paid for the amount of items donated was always very low. An alternative idea of holding a jumble sale was therefore discussed (see below).

**Jumble Sale:** It was agreed that it would be too time consuming to request donated items for the PTA to then store and sort in order to hold a jumble sale on a future date. The idea of selling stalls for a jumble sale to be held on the school playground (not MUGA, but potentially also the school field) was also discussed. It was felt that a Saturday afternoon would work best and with enough promotion through local buy it/sell it/swap it sites, as well as through the school and around the village there should be sufficient interest to hold an event. The PTA could then charge a nominal entry fee to 'buyers' on the way in through the gates, and offer refreshments during the sale. It was agreed that this was an idea worth trying and a provisional date of Saturday 23<sup>rd</sup> June proposed.

**Summer Fair:** Last year a summer fair was held straight after sports day because it was a time when many parents and grandparents were onsite already. Despite having bouncy castles, stalls and refreshments available not as many families stayed as was hoped. It is not 100% clear whether this was because it was a very hot day, or simply because everyone was tired at the end of the day. This year sports day is planned to take place on Friday 13<sup>th</sup> July, which leaves little or no opportunity to run a separate event after sports day but before the end of term. It was discussed whether parents could be invited to join their children on the day of the Rusper Ramble (date to be agreed) and whether a Summer Fair event could be held on this day. There was support at the meeting for both ideas, as an either/or, but no formal agreement was made. Suggestions made for the event whenever it is held were to allow people to picnic on the school field, and for an alcohol license to be bought to enable the sale of Pimms and beer.

**Film & picnic:** The idea of screening an outdoor film in the school grounds whilst allowing people to picnic on the field was proposed and discussed. An initial investigation of potential costs reveals that hire of a suitable screen, with projector, speakers and all required equipment is likely to be in the region of £750. It was agreed that this should not be prohibitive to putting on such an event but it would need the broader community and local families/friends to attend to be a success. Given the amount of time remaining in the summer term it was felt that this would not be possible, but is a good idea that should be reconsidered for a future event.

## **Any Other Business**

None.

**Date of Next Meeting:** TBC - 9.05am Village Hall

**Meeting Ended:** 10.43am - Nikki Rooney thanked all for attending.