

Budbrooke Primary School PTA Meeting Minutes 07/11/18

Present - Paul Wightman, Charmain Dibben, Keri Purnell, Matt Halford, Heather Bailey, Mark Crawley, Michelle Franks.

Apologies - Craig McKee, Rachael Fletcher, Georgina McCarthy, Angela Scott, Liz Appleyard, Claire Wightman

- Keri Purnell gave an update on the upcoming disco arrangements. All looks good for KS1 but KS2 has a shortage of helpers. If volunteers are not forthcoming it may need to be cancelled.
- Paul Wightman had met with Mr McKee earlier in the day. Mr McKee has requested a risk assessment be filled into to cover all future school discos. **(Action - Keri)**
- Paul has received communication with regard to the PTA accounts. The previous Treasurer has supplied documentation and informed us of outstanding tasks that should be resolved e.g. issues regarding gift aid from Mrs Stevens charity walk and unpaid Mother's Day room expenses. Paul Wightman, Claire Wightman and Angela Scott (Treasurer) are to become signatories of the account. The accounts will be brought up to date once current Committee members have access to the PTA bank account (this is in progress via Liz Appleyard who has submitted the forms) and Angela has started the process. **(Action - Subject to Mother's Day Room assets being in the possession of the PTA, any outstanding expenses will be reimbursed.)**
- Two funding requests had been received:
 1. Request from a Teacher for a visit from an Author at a cost of £295 + mileage **Endorsed by the PTA and payment will be made (this had been previously agreed).**
 2. The artist who visited the school and worked with the children to produce an art installation still requires payment of £1310 **Endorsed by the PTA and payment will be made.**
- Mr McKee has approached Teachers and instructed them to purchase wet weather break time equipment. This will be paid for as agreed by the PTA.

Xmas Fayre Planning

- Mr McKee has assured Paul that the event will be supported by School staff and that at least 10 members of teaching staff should be available to us on the evening of the Fayre.
- Charmain Dibben will be the contact point for local business/charity stalls. Stalls will be priced at £15 for business/private individuals, and £10 for charities. Eight stalls would be an ideal number, four are already confirmed:
 - Charmain Dibben: Quirky gifts and decorations
 - Michelle Franks: Cupcakes and children's cake decorating activity
 - Georgina Acton: Handmade gifts
 - Liz Appleyard: Usbourne books and Guess the Teddy name game
- Keri will organise a crafting activity room.

- Heather Burton will organise a games room. Consultation will take place with the year 6 teacher to see if some of the children would like to run games/assist with the running of the room.
- Paul will run a PTA raffle stall. The raffle will make use of the remaining donations from the aborted charity auction, and private stallholders will be asked for prize donations. This stall will also have a suggestions box in order for parents to make appropriate suggestions for what they would like the PTA to provide funding for going forward. It also gives the PTA a face and gives Paul a chance to rally support for the cause.
- Suggested that Sarah James, the parent who organises the second hand uniforms may like a stand at the fayre.
- Second-hand book stall would require a volunteer. To be added to PTA Social.
- Keri will label donations for the chocolate tombola. Donations have historically been given on a non-uniform day. Paul will check whether a non-uniform day could take place. The running of the tombola itself will require volunteers. To be added to PTA Social.
- Food can be provided by the school caterer according to Mr McKee, but it would be nice to encourage parents to donate cakes to be sold with teas and coffees. Matt has found that a temporary alcohol licence could be obtained for the fayre at a price of £21 and could be fast tracked. This would enable us to sell mulled wine, baileys coffees or prosecco, something that has been popular and profitable in the past.
- A volunteer is needed to be Santa Claus. Volunteers will also be needed to wrap presents and help assist at the grotto. To be added to PTA Social.
- Michelle will produce some promotional artwork which Matt can get printed.
- Volunteers needed for decorating the grotto and the hall itself. To be added on PTA Social.
- Paul to check times for access to the school.
- Keri to enquire about a face painter.
- Is there a possibility of putting together a choir of year 4, 5, 6 children to sing a few Christmas carols?
- Racheal Fletcher has volunteered to help with setup.
- Laura Winter has a Prize donation for raffle.
- A communication is going into the school newsletter this week with regard to volunteers to help at the discos, it was agreed that a communication should be sent next week requesting volunteers for Xmas set up (presumably to sign up on PTA Social, check this with Keri), and referring anyone interested in being a stallholder, to contact Charmain.
- Suggestion made to send a flyer home with the children.
- It was agreed that the next meeting will take place at 6.30pm on Wednesday 21st November in the Monty.