

Budbrooke Primary School PTA Committee Meeting Minutes

Thursday 17th Jan 2019

1. **Attended by:** Paul Wightman (Chair), Rachael Keys, Keri Purnell, Heather Burton, Matt Halford and Charmain Dibben
2. **Apologies:** Claire Wightman, George McCarthy, Angela Scott (attended briefly to collect funds from Xmas fair)
3. **Chairs report/Welcome** made by Paul. Recognition of successful Christmas Fair and efforts made by everyone. A lot of positive feedback, Craig has reported back that the teachers and other staff very much enjoyed working with us, that people reported feeling a new and exciting vibe etc. The sheer number of people who attended was an indicator of its success. Initial count of funds raised is c.£1400 with a total after expenses of around £715 (to be confirmed by Angela in due course)
4. **Treasurer's report-** Angela Scott- will feed back in due course.
5. **Reflections on the fair:**
 - a. Noted the difficulty in running the fair if it were not for the teachers support;
 - b. Entry charge for future events: consensus was that this would be unnecessary and logistically difficult. May be something more appropriate for summer fair (to be discussed later when more members available but proposed £1 per family);
 - c. Grotto: reasonable charge but the queue was too long- discussed ways to address this for next year. ? 2 Santas (!?), cap on number of children who can attend, look at logistics of how it is run. Also suggested that volunteers are able to attend with their own children before fair starts as people had difficulty leaving stall etc.;
 - d. Grateful for number of books donated. A lot were left over and it was felt that perhaps people didn't have time/space to look through them. Would it be a better stall to have at a summer fair in the future (more space available)? Left over books have been donated to the school for use within the school or to be sold on World Book Day (proposed idea);
 - e. Bar: yes, we would consider having this again in future years;
 - f. Timings: As an afternoon event after school we did not think it should have been any longer;
 - g. External stallholders vs internal stallholders. Due to size of hall there are limited numbers of stall holders. It was thought that perhaps we could focus more on gift type stalls at Xmas and food/sweet stalls be provided by PTA so that the money goes back into the School;
 - h. Other ideas: to consider holding at a weekend.

6. What's next:

- a. Cake Sale. Ideally we would like to bring these back but to try and reduce the frequency of them. 2 or 3 a year was felt to be optimal and we could look at splitting it either KS1/KS2 or dividing the classes into 3 so that all year groups involved; Aiming to hold 2 this year with the first being on Friday 15th Feb for key stage 1 (Paul to discuss with Mr McKee to confirm that we could have space to do it). Volunteers will be needed, normally held after afternoon pick-up;
- b. Disco- 21st March 2019. Keri will kindly organise;
- c. Mother's day room 29th March 2019. Paul will liaise with school to confirm we can have space to do it. Kerri will do a stock-take of what we already have. We will then be able to buy as needed and wrap. Ideally we need an indication as to how many were sold last year. £3 per gift. Form needed for children to take home and including any siblings that may wish to partake. Will need 2-3 volunteers to help run it after school drop-off;
- d. Wren Hall teas. Each week a different charity runs the afternoon tea and is able to keep any profit made (minus a small cost to use the hall) Paul will kindly look into this;
- e. Father's day – 16th June 2019. Not discussed but likely to go ahead;
- f. Summer fair. Briefly discussed ideas but decided a further meeting dedicated to this would be needed. Also need a date- Paul again will discuss with Mr McKee;
- g. Fundraising targets. Ideally need more of an idea of final accounts. Also consensus was to strike balance of experience for children and school needs/wants;
- h. Easter egg hunt. Potentially on the last day of term, after school. Children will follow a route where they have to find questions and clues which they then record on pre prepared sheet. Once complete can exchange for a chocolate egg. Other suggestion about other bonus objects which could be found. Again will need to discuss logistics with School;
- i. Cinema night- to discuss later in year but will have to consider if we need a licence for the film and if so charging admission fees.

7. AOB:

- Paul will arrange meeting with school to discuss timing of events and rooms etc. Also to discuss any requests from the school regarding how they would like PTA funds spent.

- To have upcoming events added to newsletter. (cake sale, disco and Mother's Day room)

Proposed date for next meeting: Thursday 7th March.