

Great Missenden School - PTA meeting minutes - 7th October 2015

Attendees:

Parveen Haynes, Katharine Tompson, Emily Glover, Ed Tang, Daniel Alder, Elizabeth Lewis, Jill Astles, Emma Griffiths, Claire Chamberlain, Rachel Pitman, Caroline Boss, Luke Taylor, Anita Leslie

Apologies

Roz Thomson, Kate Richings, Kirsty Thathapudi, Hope Eaton

Treasurer's Report:

It was suggested by Rob Withers (Finance Audit Governor) that it would be sensible to switch to Arithmo (new finance package) to minimise mistakes. There is a 30 day free trial and then it will cost £5 per month. It was agreed that this seemed like a good price and that it would be easier if this was in place before Rachel hands over to the next treasurer.

Rachel to investigate Arithmo.

Rachel stressed that we really could do with some new blood to help with the finances of PTA.

2 signatures necessary for the online banking set up. Date tbc for signatures.

Forthcoming events

Fireworks:

Fireworks budget staying the same as last year.

Fireworks will be set to music again, perhaps a 'music through the decades' theme. The children can vote for the music they would like to hear. Perhaps six 3 minute songs or two 9 minute songs. Mr Tang said he will sort this out and send to Mr Alder for feedback by half term.

Temp event notice has been done and passed.

PA systems have been booked - no quote yet though but Parveen will go through it when she has it. Expected to be approx £270 as it was last year (2 extra speakers)

Ticket prices are to stay the same as last year

Advance price - adult £5.50 child £3.50 family £16.50

On the night - adult £6.50 child £4.50 family £22.00

Chiltern Railway have kindly agreed to let us use the station car park free of charge again.

Risk assessment - issued to CDC (21/9/15)

Catering for fireworks:

Alex will provide the Hog Roast - £100 to pay to PTA - selling at £5.

PTA will do BBQ with burgers, hotdogs, jacket pots and a veg chilli and mulled wine.

The beer/Ale isn't sorted yet.

Parveen confirmed that Alex's public liability insurance certificate formed part of the risk assessment which has been submitted to the council. Alex has no food safety certificate available, however, he provides this on a commercial basis at many local events. Parveen has provided her certificate for the burgers and will oversee the hog roast.

PTA hoping to make a similar amount of money on the above as it did at the village show BBQ which went very well.

Leslie is fine with us using the kitchen and we are hoping that some parents will step up to help with the BBQ. Parveen confirmed that Alex can provide commercial BBQs, lighting and tents. Therefore, we may not need to use the school kitchen. This decision has not been made yet. It may well be easier to start off the jacket potatoes and chilli/cheese in the kitchen and then transfer it to the serving area.

Advertising

Hamptons are going to sponsor the event and are doing the banners, boards and wristbands.

An ad has been emailed to The Source.

Ads to be placed in BFP, Families online, Net Mums etc.

Flyers and leaflets to be distributed - parent helpers required for this. The flyers hadn't gone to print at time of meeting and Mr Tang said he would need these by the week before half term as he does them with the children.

Anita to help with the Ads.

A4 posters to be laminated and put up in shops and around the local area.

Fairground rides

Thomas Hebborn is booked - though we do need the final list of rides to be available. Parveen is meeting with them on 9th October to take money and obtain the list of rides. Last year they provided chair of planes, big trucks, toy set, hook a duck, candy floss and popcorn for a pitch fee of £300. Rides are £2 each and Thomas needs to confirm what time he will be arriving to set up as we need to do a site check before it gets dark.

Also to be provided :

Glow products - provided by PTA

Bottle Tombola - mufti day for donations - Friday 6th Nov.

Raffle tickets - 4 books per family to be sent home on Friday 16th October (to be returned by 2nd November)

Raffle prizes donation letter has been done by Katharine. Need to also email parents asking for prizes.

Committee members to get hold of raffle prizes if at all possible.

Also Katharine has suggested a tree with prizes hung on it in the form of an envelope (£5 per envelope).

Army cadets have confirmed that they will act as marshals on the night and have been booked.

Lighting

Katharine and Parveen have chased for more lighting in KS2, by the PTA cupboard and in the staff carpark for the last year. The school has no funding available for this. Sponsorship for a lighting tower was suggested. Alex has lighting and so does Thomas.

We can only hire lighting for this event as no further electrical works will be carried out until the new classroom has been built due to capacity and cost issues associated. Julie Gannon (email 30/9/15) suggests obtaining two of the following: <http://www.eroshire.co.uk/ecolite-lighting-tower.html> the cost is £166 per day.

Quotes are being obtained for lighting for KS2 playground, jellybeans corner (maybe by half term) and also a quote to be obtained for lighting to the PTA cupboard.

However, the cost and availability is now prohibitive and we may need to ask parents to provide lighting.

Other info:

Guy Fawkes competition: letter to be sent home before half term (ET) & judged at school on Friday 6 Nov - prizes to be chocolate

Agreed the date to make up sweetie bags will be Tues 3 Nov - Mr Tang will make sure the library is free for us to do this.

Katharine and Parveen to set up Volunteer spot and issue this week to sell tickets outside the Co.op and in the school playgrounds. Tickets will also be on sale at Samways but not at Cafe Twit. (2 cash floats to be out) We need a 7-10 day notice to get floats and then any money received needs to be banked asap.

YEAR AHEAD

School disco - booked in main hall please - 10th December 2015

Quiz night - with curry? or suggested bring your own food, desserts and snacks as ticket price too much last year. - 6th February 2016 (meeting in January re: teachers at quiz night)

Mothering Sunday pamper evening - ideally 3rd March 2016. To be confirmed with Sarah Stirling.

Easter Bingo - Monday 21st March 2016 as proposed date

Disco - Thurs 19th May 2016

Summer Fete - 2nd July 2016 (theme to be ancient greeks, victorians etc)

Summer Ball possibility - Black tie event, possibly £45 per head for disco, band, food. Needs to be marketed now if it is to go ahead but it was suggested that its a lot of work for relatively small return. Perhaps an idea to put it to parental vote to see how many people are keen (facebook etc.) It was suggested that Wycombe town hall do a very reasonable package. Other suggestions for venue were - Chartridge Golf Club and Abbey but the Abbey is very expensive. PTA will meet after fireworks night to discuss this fully. Emily is looking at locations and dates.

Sponsored event - run or walk - spring term - 2nd half suggested by Mr Tang (requires - Marshalls, route marking, ice pops. Suggested date April 22nd 2016. No permissions need be sought from proposed route but sponsorship forms need to go out.

OTHER ITEMS DISCUSSED

Mr Alder thanked PTA for IT equipment provided.

Two requests for wish list -

A company called Pentagon Play submit bids to the lottery for playground equipment. Their success rate is 95% and they take 10% of the money won. Mr Alder provided a plan of how the new KS1 area would look (equipped with a pirate ship, fort, rope ladder and climbing wall) for a cost of between £20,000 - £25,000. It was discussed that a bid for £10,000 from the lottery could possibly be achieved (minus the 10%) and the PTA could fund the remaining £10,000 - £15,000.

Company called Caloo install gym equipment - £7,000 for equipment and installation a further £3,000. A healthy bodies = healthy minds approach. Perhaps by January? Charlie Line and family kindly gifted the school £500 for activity equipment so perhaps this could also go towards the gym equipment.

Agreed that we would spend money on the KS2 request in January and the KS1 development could have a specific fundraising initiative, such as the summer ball and therefore paid for and installation could take place over the 6 week holiday.

Christmas cards - Mr Tang asked if this could be done a little later next year as there is a lot going on at school at this time of year. Katharine advised that it was difficult to push this further on as parents need cards back from printers in time for posting. Perhaps to be done week before half term.

Mr Alder confirmed that the governors have now prepared a letter to go out to the parents requesting voluntary donations.

Voluntary Contribution letter - some people were unaware as to what this was and hadn't received one. These have since been distributed.

Luke agreed to investigate how the PTA/school could claim gift aid.

Great Missenden Traders Association Christmas Festival - meeting is on the 14th October. Katharine and Mr Tang to go to discuss forthcoming evening. We will have a choir singing outside the library and a stall on the High Street.

Cakes to be donated on Friday 27th November in exchange for a mufti day.

Next meetings:

4th November at 7.30pm in the Staff Room

18th November (fireworks debrief)

