

**Great Missenden C of E Combined School**  
**PTA Minutes - 18/3/14 @ 7.15pm Staff Room**

**Attendees**

Joanna Cocking, Hope Eaton, Emily Glover, Parveen Haynes, Leaza Hunter, Karen Mackenzie-Crooks, Kate Primus, Ed Tang, Ceryl Taylor, Roz Thomson, Katharine Tompson

**Apologies**

Kate Richings, Caroline Taylor, Ray Hunter, Lorna Kynaston, Cathy Wybrow, Tina Lear-Welch, Rachel Pitman & Elizabeth Lewis

**Treasurer's Report**

Bank balance as per bank statement of 25th February was £30,832.73. Our net current balance as of 17th March 2015 is £29,020.80

Summary of activity:

- KS1 Umbrella and shading sail – Total cost will be £9,167.50 – 30% deposit has already been paid by PTA £2750.25. £6,417.25 is outstanding.
- Electricity for the gardening shed – Paid in full £630.00
- Have received invoice for £2,000 for the new books (Not paid yet and not accounted for). Deduct £2k from £29,020.80 figure above giving £27,020.80 net

Other large equipment paid for since January:

- Balance of PTA shed £1854.17 (deposit previously paid was £617.50 and base was £640)  
Total paid - £3111.67
- New floodlight for KS2 playground - £273.50

Quiz night 28th February

- Total income £2008.50
- Total expenses £1253.41
- Net profit for £755.09

Car boot on 1st March

- Total profit for this event is currently £224.55 less food expenses.

Car boot on 1st Feb

- Total profit for this event £237.64

Pamper night 13th March 2015

- Total profit so far for pamper night is £744.01, but there are still some small expenses to be deducted and some money to come in.

**Quiz Night – 28 Feb 2015**

Parveen Haynes provided an overview of the Quiz Night. The PTA provided the food and drinks, and the winning table from last year set the questions. It was suggested that next year we keep the admission price as £14 to keep this in line with other quiz nights in the area. It was also suggested that the price for drinks be increased next year.

Food etc. provided the food this year for £5.50 per person, and in general the reviews were positive; however, there was some feedback that the food was not great. Having an outside vendor provide the food makes it much easier to run the event.

Parveen also noted that there was wastage with the ale as it leaked and that it may be a good idea to have bottled beer next year.

**Actions:**

- Consider charging ½ price admission for the winning table that will set the questions in future.
- Consider looking at different vendors for food.
- Consider raising the prices for admission and drinks and serving bottled beer rather than ale.
- Review the dates and consider having it later into the ½ term.
- Clarify the responsibilities split for the PTA and the winning table (the teachers) for next year.

**Pamper Evening Friday 13 March 2015**

This was organised by Karen Mackenzie-Crooks and Sarah Stirling.

The feedback on the evening was very positive, even with 5 therapists cancelling within 48 hours. More detailed feedback can be reviewed in the attached summary provided by Karen and Sarah.

**Actions:**

- Consider a different way of handling payments for treatments next year.
- Consider using an online booking application.
- Consider setting up a planning committee to plan this event in advance.

**Car Boot Sales**

The figures for the car boot sales in February and March are reported above. The next one will be on 7 June, and the ones for next year will be 4 Oct, 7 Feb and 5 June.

**Summer Disco – 21 May 2015**

The DJ has been booked and the disco will be held in the KS2 playground, with the DJ being under cover. A rota will be drafted for parents to serve as marshals to hold a perimeter around the disco as well as to sell refreshments and man the entry.

**Golf Day – 20 June 2105 @ Hazelmere Golf Club**

Emily Glover reported that she is trying to get Dads involved and have 32 golfers. The cost for 9 holes with a BBQ will be £30 per person. £10 of this will go to the PTA, the remaining £20 will go to Hazelmere Golf Club to cover the costs of the golf and BBQ.

**Village Show – 4 July 2015 – Around the World**

Katharine Tompson has drafted a letter to be sent out closer to the event asking parents and teachers for donations for the auction of promises. We agreed that we will charge £1 for a passport that will be stamped at each country. Each year group will be responsible for a country, and there will be food and games for each country. There will be a 5-15 minute time slot for each year group to perform. It was suggested that we add gaps between the acts.

Kate Primus expressed concern that we have a variety of stalls that sell items that are not too expensive and suggested that they all of an activity for the children.

There will be a competition for the children to design the programme cover. The bouncy castle has been booked and Wild Training are to confirm that they will run a mini assault course.

A hog roast was suggested, as were other foods. At this time, it was suggested that we have a specific planning meeting for this event.

The costs to the stall holders were agreed to be as follows:

- £10 if a parent
- £20 for all others

**Actions:**

- Schedule a meeting to plan the event in detail.
- Mr. Tang to send the PTA a list of who is doing what for the event.
- Add Volunteer Spot to the PTA section of the website to encourage volunteer sign-up. Email request to [Alex.fipps@greatmissendenschool.co.uk](mailto:Alex.fipps@greatmissendenschool.co.uk).
- Sort out prizes for the village show – both mini-prizes and auction of promises.
- Karen Mackenzie-Crooks to hand over details of stall holder to Leaza Hunter. Leaza will contact them.
- Confirm the fair ground rides.
- Parveen and Katharine to liase with Kate Primus regarding the steel band.

**Blue Door Cinema – Frozen Sing Along**

After discussing the costs and the movie, it was agreed to pursue this as a PTA event later this year.

**Volunteer Spot**

Organizers are to contact Hope Eaton at least 2 weeks in advance of events with details of volunteers and rotas so she can create the signups.

**Christmas Card Project**

Mr. Tang agreed that we can do this earlier, during the 1<sup>st</sup> week in October to allow the artwork to be collected prior to half term.

**Expenses**

Receipts are required in order to reimburse expenses. These are to be accompanied by an expenses claim form, and submitted no more than 2 months after an event. All will be paid within 2 weeks of receipt.

Parveen and Katharine raised the idea of mileage reimbursement at £0.40 per mile, and this generated a lot of discussion. Parveen agreed to see if they could have Booker deliveries made to Samways.

**Action**

- Add expenses claim form to PTA section of website.
- Parveen to investigate the feasibility of Booker orders being delivered to Samways.

### Licensing – TENS

Currently, each time there is an event, Parveen has to secure a TENS license in her name. While the £20 is reimbursable, she is personally liable. A suggestion was made that people buy raffle tickets and receive a drink as a “thank you” in order to get around the need for a TENS license at smaller events. The larger concern, however, are the Fireworks and the Village Show.

#### **Action**

- Mrs Thompson to check with her contacts at other schools to see how they handle this.

### Turning Circle

Mrs Thompson reported that there has been no update on the costs as the current focus has been on the resource centre.

#### **Action**

- Identify person to consult with the PCC regarding this project.
- Consider appointing a commission-only development director to help raise funds for the school.
- Ask all parents to write to the PCC regarding the turning circle and the safety for the children.

### PTA Cupboard

Mrs Thompson reported that all of the internal walls have come down and that this will hold all of the resources. There will be a several small group spaces created in the areas where resources are currently stored. The PTA were requested to be a back up for funds for this project as the school cannot go overdrawn.

There was a discussion about internal and external lighting for the new PTA cupboard and it was suggested that this is addressed with the lighting for the staff car park.

### Old PTA Cupboard

Issues regarding lighting were raised as was the storage of the BBQ. It was agreed that the BBQ could remain were it was for the time being.

### Lighting

Parveen reported that when they were taking the tables back to the dining hall, that there was no lighting. It was agreed that in future, the tables will be left in place for Robin to move once it is daylight. They are looking at getting funds to get floodlights.

### Update Purchases Agreed by PTA

KS1 Shading – The sun shades are being installed and the posts have been put up. The shades will be erected as soon as they have been made. Mrs. Taylor thanked the PTA for their funding.

Science Visit – Science Oxford will be coming to the school on Tuesday 28 to Thursday 31 April to provide Science workshops for years 1-6. There will be a workshop for each class. Years 1 and 2 will have Discover Materials, Years 3 and 4 will have Marble Mazes, and Years 5-6 will have Crime Scene Science workshops.

Dictionaries – The PTA agreed to purchase dictionaries for years 5 and 6 at a total estimated cost of £300.

Paris Hats – these have been ordered.

### **Sponsored Event**

There will be none this year as there are already several fundraising events schedule in the summer term.

### **AOB**

There was discussion regarding the provision and funding of tablets for the school, including soliciting sponsorship to fund them. It was suggested that a separate committee be set up to look into this.

[NEXT PTA MEETING – 20 May 2015 at 7.30pm in the Staff Room](#)