

**Great Missenden C of E Combined School
PTA Minutes 24th June 2015**

1. Attendees

Parveen Haynes, Katharine Tompson, Lorna Kynaston, Leaza Hunter, Kate Primus, Elizabeth Lewis, Emily Glover, Roz Thomson, Ed Tang, Daniel Alder, Hope Eaton, Karen Mackenzie-Crooks

Apologies

Kate Richings, Joanna Cocking

2. Treasurers Report

- Bank balance as per bank statement of **28th May 2015** was **£20,924.55**
- Net current balance as of **23rd June** is: **£20,904.76**

Summary of major activity since last meeting on 20th May 2015

- KS1 Umbrella and shading sail – Total cost £9,167.50 – 30% deposit paid by PTA £2750.25 and £6,417.25 has been paid and has cleared.
- Science activity workshops for Reception through to Year 6 were held between Tuesday 28th and Thursday 30th April. Invoice has been paid by PTA for £645 and has cleared.

Other large equipment paid for since January

- Dictionaries for years 5 and years 6. 240 purchased, so some spare for future years. Total cost of £299.98, paid and cleared.
- Classroom Library books - £2,000, paid and cleared.
- Electricity for the gardening shed – Paid in full £630.00
- 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

Agreed Spend by PTA

- **Leavers' Books** 64 are required @ £10 each. Cheaper than last year. PTA agreed to pay.

Income sources:

- **Golf Day – Total income £170**
 - **Summer Disco – Total income so far for the summer disco held in May is £901.41**
 - **Second hand school uniform shop/Easy fundraising - Total income so far £846.96**
 - Pamper night 13th March 2015 - Total profit £813.76
 - Car boots - Total profit £824.90
 - Quiz night 28th February - Total profit £755.09
 - Bingo – Total profit £52.27
 - Fireworks – Total profit £8,182.58
 - Christmas Cards – Total profit £556.48 (copy of invoice still required)
 - Great Missenden Street Market – Total Profit £379.80
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- We also looked at the Bar and Food Takings for Fireworks from last year and previous years. Still worth doing ourselves as the Bar makes about £600 profit as does food.

- Parveen and Karen have both emailed and chased up the parent that has still not paid the £5.50 for the Quiz night ticket. The Parent concerned has finally replied and promised to action this. **Action KMC to check bank account.**

3. Forthcoming Events

Summer Fete – Saturday 4th July 2015

- i. Steel Band – After considerable discussion, it was decided to proceed with the Steel Band opening the Summer Fete. They will play for a 30 minute slot at a cost of £350. This is to be part funded by Kate Primus paying £175 and the PTA for £175. To find the funding for the PTA, the entry price will be increased to £2. Entry price to be reviewed later.
- ii. Auction of Promises – Katharine discussed this. Progressing well. Online bidding has started and new entries will be added as they come in. The bids will then transfer to the summer fete. Mr Tang gave Katharine a list of the teacher donations to be added.
- iii. External Stall holders – Leaza updated this. 11 or 12 stall holders likely. 7 have paid. Others have been chased. **Action - KMC to chase Challenge Tennis ref payment and stall layout.** Stall Layout was discussed. Stall holders are able to park in the Staff car park on the field near the Buryfield. Year group stalls – resources needed for the following: EYFS and Pin the tail on the Donkey, Years 1&2 Human Fruit Machine and Year 3 Lollypop Bonanza – **Action Mr Tang.** Kate Jackman said that she would like to provide some food for the Summer Fete and have a World Food counter. This was discussed but not agreed for several reasons including lack of space, refrigeration and volunteers. However it was agreed that Kate Jackman could do something small on her own for her year group.
- iv. Mufti Day Friday 3rd July 2015 – Cake donations (Reception to Year 3) and Bottle donations (Years 4 to 6) can be stored in Jellybeans.
- v. Books and Games donations will start arriving between Wed 24th and Tues 30th June. These can be stored in the PTA shed.
- vi. Competition for the children to design programme cover – Mr Tang has sent this out. Prizes for the programme cover and winners of the passports will be chocolates for EYFS, KS1 and KS2. Katharine has already purchased 6 boxes of chocolates. Actual programme will be the winning children's artwork on the front page; inside will be the list of the auction of promises and back page will be the timetable of events for the day. **Action Mr Tang to produce.**
- vii. Items needed – Gazebos got 3. Email to be sent out requesting more. **Action KT** Bunting – has all disappeared. **Action KT to purchase new bunting.** Signage – Parveen to send Ros the lists of signs needed for the summer fete by the end of the week so that Ros can arrange for them to be printed. **Action PH and RT.** Layout - Katharine has done a great draft plan; this was handed over to Mr Tang to finalise to scale. **Action – Mr Tang.**
- viii. **Rotas Volunteer spot**
Action PH.

4. Sports Day

- i. Refreshments / cake donations. No to cake donations. Yes to refreshments as usual. Squash, tea, coffee and biscuits.
- ii. Ice pops – to be bought and frozen at home. Can then be stored in school on the day to be handed out at the end. **Action KMC to provide a copy of the refreshments and items bought last year for Sports Day and PH to buy.**

5. Feedback on Previous Events

i. Golf day – Saturday 20 June 2015

- Emily confirmed that £170 was raised at the Golf Day.
- 10 Dads signed up, capacity for 30.
- Maybe sort out a Little Kingshill v Great Missenden day for next year.

ii. Disco – This has raised £901.41 so far.

6. AOB

- Funding of the Resource Centre – Ros confirmed that the PTA only agreed to be the safety net and not to pay for the £7k. There was a misunderstanding on who was paying for what. Future items to be listed under “Agreed to fund” in the minutes.
- Lighting update for the PTA cupboard and staff car park – **Action Stewart to obtain a quote for the next meeting.**
- Bag 2 school – School clothes bank situated in KS2 playground was discussed. The School do receive money from the collections. Normally done on a per kg basis. **Action RT to find out how much is received and school to send out an email to parents telling them when the collections are likely to happen – suggested that this was done on a termly basis.**
- Licensing – RT spoke to Cock & Rabbit owner & he agreed to be the premise licence holder, but we have decided not to go down that route. Leaza also spoke to Cock & Rabbit re drink. They are keen to be involved. **Action Leaza to speak to them about numbers to ensure PTA can still make a profit about any joint ventures.**
- Computing update – 3 quotes have been obtained. The proposal is for £12k for wireless connectivity. £10k for learn pads, which would be piloted in year 6. Total needed £22k.

Agreed to fund

The PTA has agreed to fund the computing upgrades on the following basis:

- Wifi – Estimate is for £12k. **Action RT to see if switching to a leasing agreement will decrease the cost.**
- Learn Pads – Estimate is for £10,200 if they are bought. **Action RT to see if switching to a leasing agreement will decrease the cost.**
- If the costs decrease from their original estimates and funds allow, then the PTA will then be able to fund the remainder of the resource centre. Est is £7k.

Next meeting: Thursday 16th July 2015 @ 7:30pm in the Staff Room