

# Great Missenden School

## PTA Meeting Minutes Monday 12<sup>th</sup> September 2016

**Attendees:** Katharine Tompson; Anita Leslie; Ellie Taylor; Kevin Hoy; Caroline Boss; Roz Thomson; Harry Sperring; Jenny Laville; Emily Glover; Hannah Barrett; Lisa Harrison; Matt Boss; Caroline McDonald

**Apologies:** Nic Smedley; Paula Kitching Rees

Thank you to Harry Sperring for joining the PTA in place of Ed Tang.

‘Meet the Teacher’ evening and AGM is to be held on Thursday 22<sup>nd</sup> September at 7.00pm. Roz Thomson has arranged for the drop-off zone consultation to be in the main hall from 3.30pm – 7.00pm, immediately before the AGM. Parents and members of the community are invited to view plans and raise questions or concerns.

At the AGM, Anita has agreed to speak about the PTA and pitch for parent helpers and will put together a slide presentation of pictures from last year to show what the PTA has achieved. Wine and nibbles to be provided by PTA. Katharine Tompson is drafting the PTA newsletter and will put this on the front page, it will also go on the school Facebook page. Roz asked for volunteers to put fliers through doors around the village this week inviting the community to see the plans.

**ACTION: PTA to deliver fliers by end of Wednesday 14<sup>th</sup> September**  
**Jenny to inform Prestwood Village Association**  
**Roz to print information sheet and leave in reception**

Jenny Laville, the school’s Development Officer reported that she has secured a grant from Tesco’s ‘Bags of Help’ scheme. Katharine will put this on our Facebook page to promote to parents. £8k is the minimum we will receive from this scheme, but that could go up to a maximum of £12k. This money will go towards the KS2 fitness trail which is going to cost £15k. It was agreed that work on the fitness trail would begin before the final money is raised.

## Bingo

It was agreed to hold a Bingo afternoon for the children on Monday 10<sup>th</sup> October in the main hall. Beth Cartwright and Harry Sperring will compere. A request was made for an electronic bingo machine for the bingo club. It was agreed that a decision will be made when quotes are in.

***ACTION: Harry to look into prices of bingo machines***

## Disco

The disco will take place on Thursday 15<sup>th</sup> December in the main hall, 6.30-8.45pm.

## Great Missenden Christmas Market

Last year this raised significant funds, but it is a lot of work and the suggestion was made to scale down our stall, or do it slightly differently this year. To be discussed again at a later meeting.

## Christmas Pantomime

300 seats have been reserved at the Aylesbury Waterside theatre for the Aladdin production. This needs to be advertised early. It was discussed whether we should combine online sales of these tickets with the fireworks tickets, but agreed that we could look at doing this another year, once we've tested selling the fireworks tickets themselves online.

***ACTION: Roz to advertise in school newsletter  
Katharine to advertise on Facebook page and in PTA newsletter***

## Fireworks

Saturday 5<sup>th</sup> November, doors open 5.30pm, fireworks at 7.00pm for 20 minutes. Matt Boss has been pulling together the paperwork, risk assessments etc. required to submit to the council by Friday 16<sup>th</sup> September.

***ACTION: Matt to send final documents to Roz, Anita and Katharine who will review***

Star Fireworks want to increase the cost by 3% this year, agreed that this is reasonable as there was no increase last year and it only amounts to an extra £70. We will be getting 15% extra free fireworks for booking early.

### *Bonfire*

Robin will be in charge of building the bonfire as in previous years. Kevin Hoy has agreed to help do this. Firewood can be stored up the hill from the fire site, away from the football pitch. The wood must be moved and built on the day for safety (small children and hedgehogs). A guy competition will be arranged by Harry Sperring with prizes provided by PTA.

**ACTION: Katharine to give Kevin details of where the turf cutter came from last year and Kevin will arrange turf cutter hire and liaise with Robin Harry to sort guy competition and Katharine to buy prizes**

### *PA System*

Academy Audio sent through a proposal which was just for lighting, so we are waiting for their audio quote and information. We need the same as last year as the extra speaker worked well.

### *Music*

Harry Sperring will organise 20 minutes of music and think of a theme. He has agreed to run the mic on the evening.

### *Fairground*

Agreed that we need to take £300 in advance, for the fairground rides/stalls. Matt to meet Hebborn in October to walk the site. Wiring should be checked on the day before doors open as it has been a safety issue in previous years.

Discussed providing our own candy floss as it is so popular and we could be missing a trick; buying pre-packed bags and having our own stall would be simple to run. Discussed purchasing a candy floss machine, which it was suggested could be a lot of hassle, and also perhaps selling popcorn and toffee apples. To be agreed at a later meeting.

**ACTION: Anita to look into candy floss, toffee apples and popcorn**

### *Site/Marshalls/Car Parking*

Barriers and ropes to cordon areas are needed, signage is all available from last year. Army cadets to be booked for marshalling, we agreed to offer them free entry, a free drink and free hot dog for their presence on the night, as per last year. Agreed to use mobile phones instead of walkie talkies for marshalls as we don't have enough, and we can ask them to bring their own head torches.

**ACTION: Katharine to ask Tina Jackson for barriers  
Matt to call army cadets**

Katharine is waiting to hear back from Chiltern Railways about using the car park which has worked well in previous years.

#### *Volunteers/First Aid*

First Aider must be in the first aid post all night. We need to find a volunteer who is willing to do this, plus two more roaming volunteer first aiders. Volunteer Spot will be used again for all volunteer requirements on bar etc. We agreed to offer a free drink to all volunteers in the hope that it will encourage more people to sign up. Class Reps to be approached to help in this at the first meeting on 4<sup>th</sup> October.

***ACTION: Anita to ask last year's first aiders if they are happy to do it again***  
***Anita to attend Class Reps meeting***  
***Caroline B to set up Volunteer Spot for all sign-ups***

#### *Advertising*

Hamptons have agreed to do the large advertising boards and the wrist bands as last year. Katharine has started the process of getting advertising in the local papers and on Facebook. It was discussed that the school name should be more prominent on the advertising boards. Lisa Harrison has agreed to mock up the boards.

***ACTION: Katharine to give Lisa Hamptons' details***  
***Katharine to order wristbands***  
***Caroline B to send email to feeder schools to forward to parents***

#### *Tickets/Floats*

A long discussion was held about ticket pricing and it was suggested that we attempt to sell online this year as it will be more efficient. If we offer a bigger early bird discount, we will encourage people to buy their tickets early, and not wait to find out what the weather will be. As our event is on the 5<sup>th</sup> this year, we will have greater competition than usual for the evening and we need to get our pricing right. To be agreed at a later meeting.

Ellie and Luke will organise the floats. It was discussed whether we should invest in a card machine, it might help alleviate pressure at busy areas such as the BBQ or bar.

***ACTION: Ellie to do some modelling around ticket pricing and research other events' ticket pricing in the area.***  
***Ellie to look into card machines.***

### *Website*

Various ticket-selling websites are being researched by Anita for our sales. They are simple to set up, and take payment directly from the buyer with a credit card or paypal. It can be connected to a 'landing page' on the school website which will have an advert for the fireworks on its front page. Harry Sperring will organise this with Joe Sandalls who administrates the school website. Distribution of tickets/wristbands needs to be considered, perhaps the co-op could be a distribution point, or they could be posted out – to be decided.

***ACTION: Harry to liaise with Joe regarding school website fireworks advert***

### *Catering- food*

Lisa Harrison has agreed to be in charge of the BBQ and has been liaising with Kings Farm. It was agreed to go ahead with Kings who will supply pre-cooked sausages and burgers, bread, cheese, onions and condiments, plus a hog roast. They will staff and cook both the BBQ and hog roast themselves, but will require 4 volunteers as well, to be found through volunteer spot. The total cost per hotdog is 95p and the total cost per burger, £1.31. The hog roast will cost £500 (staff and equipment included) which works out at £2.85 per roll.

Aspens has been in touch with Kings since the summer fete so it was agreed that Lisa will negotiate between them, possibly for Aspens to sponsor the hog roast. To be confirmed at next meeting.

It was discussed whether we should add food to the main fireworks ticket, for ease of pressure on the night, but we agreed that as online ticket sales was new for this year, we should trial that first and consider adding food next year.

***ACTION: Lisa to confirm with Kings, liaise with Aspens about possible sponsorship and arrange the necessary paperwork***

### *Catering – bar*

Hannah Barratt has agreed to be in charge of the bar and will organise the license and purchase of drinks. It was discussed using the Co-op own brand mulled wine and either Chiltern Brewery or Rebellion for beer. Induction pans for the mulled wine were too small last year and we also ran out of mulled wine early, so will need to order more.

***ACTION: Hannah to research providers and costs  
Kevin will lend an urn for the mulled wine, also a gazebo with weights***

### *Stalls*

Katharine has the raffle in hand, getting prizes and having tickets printed. The envelope tree was also popular last year and Katharine is organising this again.

Glow sticks need to be purchased and an email needs to be sent to parents asking them not to purchase glow products until they are in the venue as we lost sales two years ago to external sellers pitching up and selling outside the gates.

**ACTION: Caroline B to order glow products  
School to send email to parents nearer the time**

### Any Other Business

Harry and Katharine are co-ordinating regarding the Christmas Cards. It is straightforward, parents can order online and it raises a good amount of money for the school.

Fireworks sub-groups should get together at the end of September, before the next PTA meeting.

Date of next meeting – Monday 3<sup>rd</sup> October 2016, 7.30pm

Venue – Staff Room