

Great Missenden School
PTA Meeting Minutes
Wednesday 18th November 2015

Attendees: Parveen Haynes, Katharine Tompson, Ellie Taylor, Emily Glover, Caroline Boss, Roz Thomson, Lorna Kynaston , Ed Tang

Apologies: Elizabeth Lewis, Emma Griffiths, Anita Lesley, Rachel Pitman, Karen Kay, Joanna Cocking, Jill Astles, Kate Richings

Treasurer's Report:

Balance £22,228.80

Latest count of takings from the Fireworks event is £12,970.81. Expenses are still coming in so final numbers will be reported next meeting. We are looking at a profit of around £10k. Last year's profit was £8,192.45 so it is looking likely that we have done far better

Fireworks Event:

Overall:

- Several emails and comments have been received saying what a great event it was, and good value for money
- Half term next year is 22-29 October and the fireworks will be held on the 5th November which gives a good clear week for final preparation

Action: PH to book Star Fireworks and the fairground rides now, for next year's event on 5th

Food:

- The Hog Roast owner was really helpful he included gas, bbqs and some good advice. It would be worth booking him again
- The BBQ is worth running ourselves as, even after expenses, this brings in more money than the fixed price would be from a caterer. It was very popular but this meant long queues

- The BBQ area was quite cramped and it was suggested that the sauces are put somewhere else to clear people away from the area once they've got their hot food
- It was a bit chaotic and moving the payment further away was suggested in order to keep people moving
- Jacket potatoes need to be put in the oven earlier as they were not cooked. It was agreed that it is still a better idea to do these for vegetarians, rather than veggie burgers which need a separate grill from the meat. It was suggested that we provided people with too much choice, as queues built up. Cutting the cheese took too long, maybe grated cheese could be used, or leave it altogether?
- The BBQ and Bar queues collided, these need to be further apart. Special queueing barriers or tape could be used to keep queues under control next year?
- The refreshments table looked a bit sparse, possibly because we didn't ask for cakes to be donated this year, final total still to be calculated, takings look to be down on last year

Bar:

- Bar takings were up considerably on last year.
- Mulled wine was incredibly popular and we ran out before the evening was over, so the 36 bottles purchased was not enough. A recommendation for double that amount to be purchased next year was made as it can always be used for other events. The hot plates were not big enough for the quantity of mulled wine being made, suggestion to buy bigger induction saucepans for next year?

Safety:

- The first aid post needs a designated person for the entire evening next year. It was agreed that the first aider should be given a free ticket as it is a commitment to work the whole event
- The security of the cash office was discussed. It is brightly lit inside and therefore Rachel was illuminated to anyone passing by, is this a security worry and should blinds be fitted or another location used for next year?
- The BBQ location was unsafe and needs to be moved away from the decking undercover area next year, it was a fire hazard and the smoke was going straight into the dining room

Gate/Marshalls:

- The entrance was very chaotic between 5.30 and 7pm. 5 people were selling tickets but it was crazy as people arrived. 2 people should be designated to help people get into the right queue (paid and pre-paid)
- Checks should be made on the door that people aren't bringing in their own sparklers or alcohol
- The Army Cadet Force marshals were brilliant, it was recommended that they are booked for next year. Trevor is the contact and he needs at least 2 months' notice and plenty of reminders, but they were a reassuring and reliable presence on the night

Volunteers:

- Volunteer spot is a great system and worked well in terms of the range of options open to volunteers, however, many people didn't sign up for anything and there was a great shortage of helpers between 7-7.30 when the fireworks were actually on. It was discussed whether the teachers could fill in for that period, but that would be difficult as teachers are not obliged to attend. There are more parents than teachers so they can be asked to give a small amount of their time to make the event a success
- A discussion was held over how to encourage more parents to support the school events, suggestions included:
 - Eye-catching flyers in school backpacks
 - Year group facebook notices
 - Ticket sellers could try to recruit volunteers while selling in the playground
 - Ticket sellers could have a board or sign to make them more visible
 - More face-to-face contact and verbal requests of people may be more effective than emails, as people receive so many and they are easy to delete
 - One free ticket or discount could be given to families with at least one member volunteering

Stalls:

- Envelope tree was a success, a simple idea which worked well and brought in £125
- The tombola stall is slightly down from last year, however it is still a successful and popular stall
- Could be given a more prominent location outside the dining room?
- £691.80 was taken from the glow sticks, £800 was spent on them. A recommendation was made that there is a static stall selling these products next year as the wandering

sellers were confusing. No unauthorised sellers turned up to take sales outside the gate this year which was good. All left-over glow products to be sold at the school disco

Lighting:

- Lighting was a great improvement on last year, although head torches for the marshals would be helpful

Sound:

- £50-£60 was spent on two extra speakers but it was well worth it as there were some complaints about the sound last year and this year it was really good

Advertising:

- Signage was provided by Hamptons, it was suggested that next year a discussion should be had about their positioning as they weren't very visible from a distance. Also the school logo should be more prominent on all posters, rather than Star Fireworks being the dominant visual. There were 3 boards and 1 banner, suggest a second banner for next year

Great Missenden Christmas Festival:

- There will be a PTA stall at the village Christmas Fair on 28th November. Tables from the school hall will be used and set up around 12pm to secure the pitch on the High Street outside the red petrol pumps

Action: RT to ask Robin to make sure the tables are out and available for collection

- Friday 27th will be a mufti day in return for donations of cakes and mince pies to sell on the stall, these to be stored in school and collected on Saturday morning
- Mr. Tang will arrive at 7pm and the children will sing at 7.30pm outside the library

School Disco

- 10th December is the school disco. It was agreed that a photo-booth with silly dress up props and print facility would be a good addition to this year's disco if it isn't too expensive

Action: LK to look into cost

- Nail bar, face painting, tattoos, glow products and sweetie bags to be on sale

Car Boot

- It was decided to cancel the December car boot sale as people tend not to turn up to buy at this time of year
- A general discussion about car boot sales concluded that we will stop having them for now as they generate a lot of work for very little profit as car boots and buyer numbers are very unpredictable. Might be replaced with something more fun and a bit different – to be decided

Summer Ball

- We can't have a marquee in the school next summer as building work on the new class room will be going on between May and August. It was decided to shelve the idea for 2016

Other Business

- Some of the raffle prizes on the fireworks night were donated back to the school, including the first prize, a term's voucher for Stagecoach. It was agreed to hold a silent auction for parents to email their bid, with the finale at the Missenden Christmas festival.
- Parveen is stepping down as Chair at Easter, a recruitment drive for the PTA is essential in order to run summer events and to build a team for next year

Action: PH to draft email, send to RT for parents

- It was agreed that the PTA will fund a small Christmas present for each child, cost around £1.00, it was discussed that this could be linked to the John Lewis 'man in the moon' advert and the school's theme of 'love'

- All quotes are in for the fitness trail so work will go ahead soon, still waiting for some quotes for replacing the 'jolly roger' play area. The school will place the orders and PTA will reimburse
- The decking area outside the dining room is very slippery, can this be treated with a grit-spray?
- The quiz night will be held in the week before half term in February

The next meeting is on 13th January 2016 at 7.30 pm.