

Great Missenden School

PTA Meeting Minutes Monday 3rd October 2016

Attendees: Katharine Tompson; Anita Leslie; Nic Smedley; Ellie Taylor; Caroline Boss; Roz Thomson; Harry Sperring; Matt Boss; Lisa Harrison; Hannah Barrett; Kevin Hoy; Caroline McDonald; Mina Hynds

Apologies: Jenny Laville; Emily Glover; Joanna Cocking; Emma Griffiths; Kirsty Thathapudi

Anita welcomed a new member of the PTA; Mina Hinds, and thanked her for coming to the meeting and getting involved in the fireworks event straight away

Fireworks

Bonfire

Kevin is liaising with Robin about the turf cutter which needs to be hired on 31st on a one day hire. The turf will be cut after school on the 31st so the machine can be returned the next day. Robin has plenty of wood so no more needs sourcing. Robin also has the safety netting.

Guy Competition

Harry is organising the competition, there will be an assembly on the 19th and the children can then have half term to make their guys. 3 boxes of chocolates are needed for prizes.

ACTION: Katharine Tompson to source the chocolates

Audio/Lighting

Academy Audio's proposal for sound came through, it includes cabling and is the same as last year (4 speakers on the field and 2 in the playground).

Harry is putting together the music to accompany the fireworks. His suggested themes were Movies, Las Vegas/Elvis or Fire themed music. We agreed that movies would be good for all ages and the children would probably enjoy it more. The school PA system will be set up for the playing of music.

The same main lighting has been confirmed as last year: large floodlights for the grass area between the playground and main field and smaller floodlights at the entrance gate. They are also providing festoon lighting around the bar.

Fair

Thomas Hebborn provides the fair rides. We need to ensure the rides cost the same as last year, as there were inflated costs a couple of years ago and people complained about how expensive they were.

ACTION: Matt Boss to contact Thomas Hebborn to finalise details and receive payment asap

Barriers/Gazebos

We need to cordon off the gate area in order to be able to form two queues, (pre-paid/on the door sales) also more gazebos are needed. Kevin is lending his 4m x 4m gazebo. Two more gazebos are needed.

**ACTION: Kevin Hoy to research barrier hire and also matting for the grass, to minimise mud
Anita Leslie to reach out to a contact who has previously lent gazebos for events
Anita also to follow up on Misbourne D of E students**

First Aid

Anita has secured first aiders through a parent who is donating the services of a family business. They will provide staff, two of whom will be permanently stationed in the mobile classroom, and they will bring all essential equipment.

Marshalls

The Army Cadets have been contacted and were positive about wanting to help at the event, no confirmation as yet.

ACTION: Matt to follow up

Marketing

Lisa Harrison has put together a poster which we agreed looks eye-catching in black. Printing will be done in A4 for posters, A5 for letterbox fliers. To keep costs down, the fliers will be printed in white. The large banners will be reusable so no date/time to be put on these, but we discussed putting on a website: gmfireworks.co.uk to banners and all publicity which will take people to a micro-site containing all the information they need.

ACTION: Anita to confirm to Lisa once the domain has been purchased

It was agreed to increase the size of the words 'Great Missenden School' to make it stand out more, and we need to make it clear on the fliers that the early bird discount stops on 31st October.

ACTION: Lisa to make changes to the artwork and put ad on Facebook

Sue North to send email to parents emphasising the early bird rate, and that it finishes on 31st October. Details will be put on the school newsletter on Friday 7th October. Local feeder schools also to be notified.

**ACTIONS: Roz Thomson to add fireworks notice to school newsletter
Lisa to send poster to Caroline once finalised
Caroline to send email with poster to feeder schools**

Websites

Research has been undertaken to find a good value and easy-to-use website through which we can trial our ticket sales. We agreed to go with Ticket Tailor, costing £12.60 per month with the charity discount. A discussion was held regarding the handling fee per sale, we agreed to add 50p for this as people expect to pay such a fee, and they are still getting a great discount compared to the price they would pay on the door. The Ticket Tailor website can be linked to our Facebook page, and the event micro-site which is being set up by Ben Leslie and will contain all the details of the evening including maps, parking information etc.

ACTION: Anita and Lisa to liaise in order to finalise the website/poster details

Ticket Sales

For sales not taken online, instead of having PTA members in playgrounds, there will be a dedicated desk in reception, selling tickets at specific times. Community members can purchase their tickets at Samways newsagent. People can purchase their tickets in advance, up to 31st October. The desk in reception, and Samways will also serve as collection points for the wristbands, for anyone who has purchased tickets online. They will be required to produce a print-out of the receipt to swap for a wristband.

ACTION: On the day of the fireworks, leftover wristbands will need to be collected from Samways and brought to school to give out on the entry gate

Catering

Food

All decisions taken at the last meeting regarding BBQ and Hog Roast have been confirmed by Lisa with Kings Farm.

Bar

Katharine applied for the TENS Notice for the Bar which cost £21 and has now come through. Hannah Barrett is leading on organisation of the bar. Samways expressed interest in running the bar for us with 2 people if we purchase the beer through them and strike a deal on the profits. We agreed not to go with this as we will keep all profits if we run the bar ourselves with parent volunteers.

The Fosters beer was not appreciated last year so we agreed to purchase San Miguel, but we do have some Fosters to be used up. Agreed to purchase 200 cans of San Miguel from Morrisons. The decision was made to over-order on cans and bottles of wine as we completely ran out of alcohol last year, and these items can be stored and used at other events.

Hannah has purchased a card reader for £50, which will enable us to have two queues at the bar, card/cash. Harry agreed that we could use the school ipad for this and confirmed that wifi is generally good in that part of the playground so hopefully it will speed up the bar queue. A paypal account will need to be set up for this. We agreed to trial the card reader in this one location for now, and may look to widen this method of payment across the event next year, if it is successful.

ACTION: Hannah to liaise with Ellie in order to set up a Paypal account

Hannah found a groupon for 20 litres of red wine for £50, we agreed to purchase two of these. White wine will come from Tesco, agreed to purchase 24 boxes of 6 bottles.

Mulled wine will be sold on a separate stall from the bar as it needs power. Kevin is lending an urn and we will also use the urn from the staff room as the hot plates are not big enough to produce the volume required due to popularity. Health and Safety restrictions mean we cannot run an extension cable outside, so we need to consider the placement of this to make sure there is enough space for queuing outside the dining room. Hannah has sourced mulled wine at £3.10 per bottle, agreed to purchase 50 bottles, to add to the 9 bottles we already have stored.

Missenden Abbey offered their help after receiving their notification of the event. We agreed to ask them if they would like to sponsor the mulled wine, we could add them to the list of sponsors on our website.

ACTION: Matt to follow up with Missenden Abbey

Soft drinks also to be purchased by Hannah, Appletise, Diet coke, Coke, Water etc.

Sweets Stalls

Nic Smedley has been looking into popcorn, toffee apples and candy floss options. We agreed that it will be too much hassle to try to operate a machine ourselves, so are looking at hiring machines with someone to operate them, or purchasing the sweets pre-bagged, online.

**ACTION: Nic to continue to find a good option and report back at next meeting
Matt to send details of Apple Farm to Nic**

Sweetie bags are always popular with the children, these will be made up as usual by volunteers on either 31st October or 1st November.

ACTION: Katharine and Caroline to liaise to get volunteers to help make up the bags

Tombola/Raffle/Cakes/Glowsticks stalls

Currently, on the 4th November we will be asking the children to bring in a bottle for the tombola and they will receive 'Golden Time' as a thank you. This also happened last year, and bottle donations were noticeably reduced and we asked if it could be changed to a mufti day.

ACTION: Harry Sperring to ask about changing it to a mufti day

We agreed to leave the cake stall as it wasn't missed last year, and we decided with the BBQ, Hog Roast and many sweet options, it is probably not necessary.

Katharine is organising the raffle and all is in hand. Books have been printed, 4 books per family will be sent out with a letter on 12th October, asking for them to be returned by 31st October.

There will be roaming glow sticks sellers. Katharine is currently comparing the prices of the company we used last year with Star Fireworks, who sent in their catalogue.

Volunteers

Caroline will set up a new event through the Sign-up website to get volunteers. Using last year as a basis we need to work out what help we need at what stall.

**ACTIONS: Caroline to send last year's sign-up sheet to Anita, Nic and Katharine and
liaise about what will be needed this year
Lisa to check with Kings about how many parent volunteers they require**

Other Business

Bingo

The Bingo afternoon is to be held next Monday 10th October after school, open to all children, £1.00 per game.

**ACTION: Caroline to set up a Sign-up event for volunteers, draft an email to parents and
liaise with Sue North to send out to parents asap**

Funds Requests

Mr Battye has requested funds of £975 to purchase a science pack which includes a large amount of equipment. It is felt by the school that this is really needed in order to teach the science curriculum effectively. It was agreed to fund this, but further discussion needed to decide how.

A second learning pad has been requested for reception. We will discuss this at a later meeting when we have further details.

Date of next meeting – Monday 17th October at 7.30pm
Venue – Staff Room