

Great Missenden C of E Combined School
PTA Minutes- 19/11/14 @ 7.15pm Staff Room

Attendees

Hope Eaton, Parveen Haynes, Leaza Hunter, Ray Hunter Kate Richings, Ed Tang, Ceryl Taylor, Roz Thomson, Katharine Tompson, Joanna Cocking, Lorna Kynaston, Karen Mackenzie-Crooks, Cathy Wybrow, Tina Lear-Welch, Rachel Pitman & Elizabeth Lewis

Apologies

Emily Glover, Caroline Taylor,

1) Treasurer Report

Account now standing at £31,000 with the firework money.

2) Fireworks.

We did a quick run through of Parveen's Firework De-brief (See attached if you didn't get a copy of this prior to the meeting). The main points are listed below, but for further info please refer to her document. Overall it went well and it was a learning curve for the PTA. We've had some great feedback and raised over £8,192.45, inc silent auction.

- Fairground generator needs to be properly cordoned off next year to avoid any accidents.
- Netball posts to be moved next year as one fell down.
- Guy Comp. Adult supervision needed near fire as children were attempting to put the guys on the fire on their own!
- Signage. We used 3 Savills signs. Plus free car park at station. Joanna said Hamptons were very keen to be part of next year's event. **Action: Parveen to send Joanna the info so she can speak with Hamptons re sponsorship.**
- Entrance Map & Timetable. It was agreed that this was needed next year. To be displayed in the school grounds during the event.
- Timings for next year 6.00pm onwards Bombfire, 7.15pm fireworks.
- Advertising went well, will do same again next year.
- Set up. Ray and Doug Taylor were great help and we will need same again next year, if not more dads!
- Clear up didn't take long the next morning. It was agreed that a field clean up prior to the event is needed, as there was lots of old rubbish in hedges etc.
- Raffle We will try and aim for 30 max prizes next year and possibly combine some together. We raised over 1K more than last year.
- Marshalling. We were let down this year by the cadets and were very short on marshals. We agreed that we will give them another go next year.
- Class Reps/Rotas/Helpers. Class Reps need to have more involvement in the filling of the rotas and this should be highlighted as part of their role (PTA should not have to get involved with it). They should be expected to attend the PTA's pre-firework meeting. The PTA will hold a subs list of helpers next year, so they can be called upon, rather than PTA members stepping in and manning understaffed stalls on the night. **Action: Parveen to talk to Reps at the next Class Rep meeting.**
- Lighting – We really struggled again this year and need more lighting to avoid accidents. PTA to make purchase. Permanent lighting is also needed on the field where the staff park as well. **Action: Ray/Leaza to find out about the site lights that may be available for sale through a friend.**

- Glow sticks. We will order 300 foam sticks again. Note to go out to school prior to event warning people not to buy from outside sellers. Necklaces needed for the older children, and we will trial this at the disco. **Action: Kate to speak to company re regulations/cost.**
- Fireworks Daniel from Star Fireworks apologised for changing the order and timings on the night, done to fit in better. Due to Category 4 firework regulation changes, the cost of our fireworks will be going up considerably over the next few years (4-5% each year). Daniel suggested we may want to consider increasing our budget to keep the same standard of display going. **Action: Parveen and Roz to discuss this further.**
- PA system. The music worked well with the fireworks and we have had lots of positive feedback. Although it couldn't really be heard from the playground/hall area. We discussed using the hired PA system for the whole event as it was not used to the full capacity. Mr Tang was happy to go along with this.
- Food. The hog roast (Orchard View) went down well, although it was a shame this was not advertised on our ads as there was lots of wastage. We are still awaiting payment from them. We will contact other local hog roast companies re next year. Plus other caterers. **Action: Parveen/Katharine to try Alex at the fire station re hog roast (Kate has also passed Katharine info on another company).**
- Bar. Not enough space, new location will be found so we have good 'traffic flow' – under gazebo?
- Next year **7th NOVEMBER**. Booked PA system, Fireworks & Fairground rides.

3) Forthcoming Events

- Great Missenden Village Festival – 29th Nov (3-8pm)
School Choir to meet at Library at 4.15pm for a 4.30pm start. PTA to run stall - Yr 5 cakes, Sweet bags, glow sticks/xmas puddings.
Action: Mr Tang to do sign
- Car boot – 7th Nov
Tables sold out and have waiting list.
7.30am set up.
Signs - **Action: Parveen to contact Roz re speaking to Daisy Turner, Supersized Prints.**
- Xmas Fayre 12th Dec
After discussion it was agreed to cancel this event. It was felt that it was going to be too tricky to set up and run directly after the Enterprise afternoon.
- Xmas Disco 17th Dec
After the sugar rush of the last disco we will now bag up the sweets and give out to each child on entry. In turn they will get their hand stamped so they only receive one bag! Due to the cancellation of the Xmas Fayre, we will now organise a Father Christmas for the school disco. **Action: Cathy & Tina to find a Father Christmas for this event!**

4) AOB

- Children's Xmas Presents
Seedlings and Chocs to be given to every child.
- **PTA Mailbox & Board**. Yet to be finalised, but to be opposite the bottom of the stairs in the main office area. Mailbox there, but still to be put up on the wall.

- **Label Flyers** Joanna has supplied the flyers from a friend of hers. **Action: Roz to double check with Sue and Nicola that this doesn't clash with existing setup.**
- **Teachers Wish List**

Library. To extend/expand as much as possible ASAP. Already selected 2K worth of books to add to it. Raised £700 at book Fair - to be used to buy further books.

Shade for KS1 playground. Roz looking into this as currently there is nothing, and this is a big problem in the summer.

Dictionaries – currently being looked into at the moment, and school fund will be used to pay for them.

PTA Shed. – On track for January. Cost around 3Kish.

Longer term plans:

New Classroom / Astroturf / Pool. **Action: Roz to send out the School's long term plan to Parveen and Katharine.**

NEXT PTA MEETING: 28th JANUARY, 7.15pm, STAFF ROOM