

Great Missenden C of E Combined School
PTA Minutes- 22/10/14 @ 8pm Staff Room

Attendees

Hope Eaton, Parveen Haynes, Leaza Hunter, Kate Richings, Ed Tang, Ceryl Taylor, Katharine Tompson, Joanna Cocking

Apologies

Emily Glover, Caroline Taylor, Roz Thomson, Tess Clarke, Lorna Kynaston, Karen Mackenzie-Crooks, & Cathy Wybrow

Firstly – well done ladies with the sweet bags – all made up and ready to sell for £1 per bag!

Ticket Sales & Flyers

Sales started at weekend outside coop and school. Raffle tickets sold really well, so far about £200 worth from the weekend. Ticket sales outside school slow

Action: Mr Tang to announce tickets for sale in playground 8.40-8.50am.

Lots of flyers and posters gone up around area and in shops in GM.

Action: Kate to call Lee Common, Hyde Heath and Little Missenden re email to parents with poster attachment.

Action: Katharine to finish off posters in South Heath.

Action: Katharine to print some A5 flyers for us to take to Misbourne open morning – for their canteen?

Advertising

Action: Katharine to speak to Bucks Free Press re possible spare space for ad.

Action: Hope to put new ad on Facebook – then all PTA members can share on their pages too!

Action: Hope to do a Net mums ad. & and look into Days out in Bucks ad.

Rotas

Not going well as usual. We talked about how it is the CR's responsible to own this and they need to approach class members in playground, or call them to ask for help. If not we will end up shutting stalls early. They MUST get more hands on. Katharine approached 4 people the other day re rotas and got a yes straight away from them! Parveen has spoken to reps and has had 3 out of 7 rotas back. Still short of people for ticket selling outside coop

Action: Parveen to do some work on coop rota.

Action: Parveen to speak to class reps Thursday and ask them to approach in playground or call the class list

Setting up on day.

More help will be needed to set up during the day on Saturday. We agreed we couldn't leave class reps to do their stalls at 5pm, as too late in day!

Rough plans of day:

Parveen will be at school at 10am for deliveries and ride setups.

Setting up time

4.30pm briefing chat with Parveen, Roz and marshals.

5.30-7.30pm food

5.30-8pm bar

6.15pm Guy comp

6.30pm light fire

7pm lock gates (Leaza mentioned there's chat in playground about getting in free at the end as gates unmanned! This won't be happening this year!)

7.10pm fireworks for 20mins

Raffle draw to be done throughout evening by Mr Tang (to make it more exciting!), a draw every 15 mins. With Audi TT kept until end.

Action: Parveen to draft a schedule of the day and email to go out re what help is needed.

Action: Parveen to draw up a map/plan with Katharine so we know the outside stall layout (this will help with setup and queues etc.)

Action: Mr Tang to give Parveen the 60, or so, school high vis vests for use by marshals. Especially those sizes for 12-18yr olds. (marshals bringing their own torches).

Leaza brought up the point about parents on benefits not being able to afford to go. We all agreed that we must address this. (max of about 40). A contribution could be made, with PTA subsidising the rest.

Action: Mr Tang to speak to Sue North re contacting those parents on school record, and them purchasing tickets through the school. The PTA will not get involved, thus keeping it strictly private.

Action: Mr Tang to also speak to Sue North re attachments to be done in a PDF format so they don't get corrupted when emailed out to parents (Leaza mentioned this happens to her and we must make sure all parents can read future school correspondence).

Guy Competition

Mr Tang and his club's guy has been made! A comp will be held for best guy on the night and 3 prizes to be given out. To be held just before fire is lit about 6.15pm.

Action: Mr Tang to send email out re this completion

Action: Katharine to buy 3 boxes of chocs for prizes

Lighting

Not been going so well, unless we want to pay! Have 2 lights from Claudia Cook from Wild Training. Possibly Tina may have something we can use – but this fell through last year. It should be much lighter than last year as we have more rides. Fire brigade there too and need to make sure they can exit without taking out the lights on the way!!

Action: Parveen to call Claudia and Tina re lighting

Action: Katharine to call Fire Brigade

Stall Signage

This is being co-ordinated by Roz through someone she knows

Action: Parveen and Roz to liaise.

Hamper items

The donated hamper is looking a bit empty! It was agreed that it was too late to do an email out to parents and that PTA members would try to fill it! E.g. Chocs, nice tea/coffee/Jams/Bottle of wine. Hope very kindly agreed to collect all items.

Action: All – please pass any items to Hope for the hamper

Action: Karen to provide the cellophane to wrap the hamper (apparently she has this!).

Action: Parveen to provide the tissue paper.

Tombola

Action: Mr Tang agreed to organise the painting of our new tombola before 1st!

AOB

Art comp

Joanna told the group about the colouring competition that Hamptons are keen to run. £200 goes to school. The KS1 children will colour in a pre-drawn cracker. KS2 create and draw their own. Prizes are art sets. Closing date will be end of Nov and all entries will be displayed in the shop. Mr Tang and the group thought it was a great idea and he is willing to coordinate it.

Action: Joanna to supply 130 KS1 pre-drawn sheets and 330 'blank' sheets for KS2. To be given to school for the attention of Mr Tang!

Action: Mr Tang to coordinate

OOH LA LABEL

A friend of Joanna's owns this company. She has used the labels and said they are fab - actually work without falling off! They looked great and can be designed with the school logo on. 10% of the order will be donated to the school if GM is mentioned on the order. The whole group were keen to get involved with promoting this. The flyers will be given to us at the next meeting and we will discuss the way forward when we next meet.

Action: Joanna to provide enough flyers for the book bags by next PTA meeting

PTA notice Board

Mr Tang has moved his board from the office area and given us the space – thank you! We need a PTA sign on it. We can then use this to update parents with what's been going on, what's being spent, rotas, help needed, and pic of PTA team! Etc....

We talked about 'pushing' for help in assembly.....getting the children to encourage their parents to help. New parent's sign up – commit to an hour a year when they join school. 'Thank you's' in PTA newsletters – naming parents, although we would have to be careful not to forget people!

PTA Xmas night out

This was a great success last year and we would be keen to do again.

Action: Kate to contact Zavi at wine bar re getting xmas menu and seeing if we can arrange a date!

Great Missenden Village Christmas Festival – Sat 29th Nov

A quick chat and we decide that the school stall would be in two parts. Mr Tang and the children would organise biscuits and cakes to sell and the PTA to arrange something else. Mr Tang also has the children practicing 10 xmas songs.

Action: Katharine to look into this and make sure we don't clash with other stall holders. PTA members to talk further on this.

12th Dec – Enterprise & Xmas Fayre

We agreed the PTA Xmas Fayre would run on after Mr Tangs Enterprise afternoon. He would be happy to run 1.30pm to 3pm (or slightly early finish if we needed the set up time). Leaza suggested a free face paint on entry for every child – all agree this was great idea. Father Christmas grotto could be set up before hand in the gym mat room. With PTA bits at the ready on the stage for a quick set up.

These are top speed minutes due to urgency – sorry for any errors!

NEXT PTA MEETING WEDNESDAY 19TH NOVEMBER - 7.15PM, IN STAFF ROOM