



PTA Meeting Minutes

Wednesday 12th June 2013

Present: Alison Forster (Chair)
Helen Ryles- Dean - minutes
Max Derbyshire
Ruth Douglass
Jane Cavanagh
Sally McLoughlin
Shauni Khan
Mrs Boulton (Branwood Staff representative)
Michelle Duncalf (Treasurer)

Apologies Kusal Ariyawansa (Vice Treasurer)
Tolu Awogbemi
Tim Douglass
Karen Ryan
Michael Dean

Next meeting: Wednesday 26th June 2013 - 6.30pm
Blacksticks restaurant (First floor), Monton

I. Welcome/minutes

Everyone was happy with the previous minutes. Welcome from the chair, time is going very fast but everything appears to be falling into place, we just need to pray for good weather.

II. Summer Fun Day, Roles, Action plans, Update

Following up from the last meeting, Alison contacted John Hall, supplier of the uniforms. He is unable to provide fabric for us to make hair scrunches. Sally contacted Unicorn, who supply the hair accessories and make the school tie. These still came out expensive, although not as expensive as Auntie Pat's. Alison has been able to source hair accessories online at a very reasonable cost, it was all agreed that this was the way forward. The accessories purchased by Alison will be sold on the second hand stall. We already have a number of items donated for the uniform stall, Jane has kindly taken the items home to organise and sort, and is more than happy to price them up. It was agreed, depending on quality, the following prices would be acceptable.

Summer Dresses	£1 - £5 small sizes £2.50 - £7.50 larger sizes
Cardigans	£1 - £3
Jumpers	£1 - £3
Trousers/skirts/shirts	50p+
Blazers	£5 - £20
Duffle Coats	£5 - £20

A letter has been sent home, and uniform is coming in quickly. All donations/profit will go to the PTA. Along with uniform, there will be some bracelets on sale - Mrs Boulton to spread the word to the girls about the hair accessories and jewellery.

Banners have been printed, and it was agreed by all how fantastic they look and what an impact they will have. Total cost was £89 for 2; one will go on the railings near the fish pond and one on KG1 railings. These are able to be re used, as Velcro dates can be added.

The posters are up - thank you to Sally for doing this. Flyer will go in bags next week.

Raffle tickets are ordered and will go in bags with flyers. Three books for each child, £1 a ticket. They will have the logo on and also the top prizes. The Raffle will be drawn at 3-3.30 to encourage people to stay. A decision needs to be made where the money will be collected, as there is currently no bursar - Alison to talk to the head about this. Mrs Boulton had contacted over 10 companies, but as of yet, no response. Ruth has walked up and down Monton Road and collected some fantastic prizes. Thanks were passed to everyone, as we have raised some great prizes. Alison took an inventory of the prizes.

The new intake for KG1 will all have a flyer in their welcome packs.

We already have 100 feet of bunting but need eleven gazebos. Email to be sent to parents requesting if we can loan Gazebos from parents, need to make sure that they have a tag on with the parents name, and the Childs class. Parents can take the Gazebo at the end of the summer fun day if they wish. It was decided that each stall holder would be responsible for sourcing a gazebo and would be in charge of signage and staffing the stall.

The tents that we originally thought would be able to be used were not really successful, but Alison is hopeful the Tipi tents will be perfect for crafts and face painting. It is hoped these will go on the grassed area at the side of the astro pitches.

So far the following stalls have been organised...

Stall	Content	Prices	Person Responsible
Refreshments	Tea, Coffee, Juice, Hot chocolate. Alison to source all the products and organise the urns.	50p hot drinks 20p cold drinks	KG2 mum (Kalpana) Max to confirm this. Will be based on the Veranda outside Form 2
Tuck Shop	Paper bags with a selection of 1p sweets, crisps, drinks, chocolates.	Whatever the price of the products on the tubs.	Sally and Alison
Cake stall	Home-made cakes brought by parents on the Friday afternoon and Saturday morning, letter will go out to parents on the Monday before requesting products.	Range of prices suitable for the products. Anything from 25p - £1.50 depending on if a slice, cupcake, ready bought.	Marilyn Simpson & Jo Puddy - Form 3
Face Painting/Henna/Hair Braiding/Tattoos	Snazzaroo face paints, provided by Ruth & Tim. Disclaimer will need to be available for parents to sign to confirm they are happy for the child to be face painted.	£1.50 for face paint, Henna, Braiding 50p for Tattoos	Rowena KG2 Mum Mina Form 5 Mum
Paint a Pot	Yellow Moon to supply pots and porcelain pens. Will need a slip to show instructions on how to seal the paint at home. Free packet of seeds with each pot.	£3 a pot	Cara's Mum Suzie & Lisa, Friends of Max

School Uniform	Hanging on rails, Jane to price beforehand, this stall will also have hair accessories and jewellery.	Various prices	Jane to set up, Talu to be involved Ruth happy to take over when Jane has to go.
Pimms & Punch	Pimms has already been purchased. Going to see if Tesco will donate the fruit and lemonade. Punch to be lemonade with some food colouring to distinguish as non-alcoholic.	£1.50 for Pimms 50p for Punch	Guilena from Form 4 Max & Ruth. Will be based on the Veranda outside Form 1
Bottle Stall	Helen and Mike to ticket all bottles before hand	25p a ticket or £1 for 5	Helen's mum to man this stall.
'Name the...' 'Guess how many' stall At the side of this will be a PTA display with form reps, suggestion box, what we are about information	Helen to donate the prize for the name and make a chart for people to fill in. Helen also to donate the jelly beans in the jar.	25p a go	Helen's Mother-in-Law to man this stall.
Lucky plate	Paddling pool provided by Jane, Plate in the middle got to get something on the plate	50p for 3 goes. Prizes will be tuck shop vouchers or celebration sweets tin for them to take two.	Mrs Boulton
Walk about clown	Mike Ryles-Dean to do this, as £170 to hire one seemed a little too much. They already have a costume so seemed ideal.	Walk around giving out balloon but also spend time near the PTA stall to encourage people to come over to that. Helen to source balloons on sticks for him to give out. No helium required so a cheaper alternative.	Michael Dean
Blow up soccer shoot out	On the astro turf, external company providing.	3 goes £1	TBC
Bouncy Castle	On the astro turf, external company providing.	£1 for 5 minutes max 18 children at once	TBC
PA system, DJ	To be based near the entrance playing summer tunes nothing too heavy or loud.		Family friend of Helen & Michael.
Ice Cream Van – Morellos	To be based near the food section.	Will donate money to PTA if he has a good day	
Blacksticks BBQ	Burgers, Sausages	Blacksticks prices	Staff from Blacksticks Based on the veranda outside KG 2
Savoury snacks	Samosas, Onion Bhajis,	TBC	TBC

It was decided that the gates would all be closed apart from the side gates where people would come on site. No entry onto the school site. No dogs for health and safety purposes.
Alison shared a basic plan of where stalls would be based and all agreed it would work well.

III. Bags 2 School

£200 was raised via this initiative. 400 kilo was collected and transferred to cash, well done everyone.

IV. Petty Cash

Alison to meet with Michelle to ensure all invoices are logged and everything paid for.

Actions for next meeting –

Chair

- Test Tipi tents and source products from Makro.

Secretary

- Minutes to be emailed to all members. Request Agenda in advance of next meeting.
- Source Balloon and Sticks.

Treasurer

- Source bouncy castle and shoot a goal blow ups.
- Source Mrs Swizzle.

Ruth

- Re-visit Tesco to see if they will donate fruit, ice etc. for Pimms.

Jane

- Organise and price uniform.
- Visit Selo deli to ask for some products to go with the voucher.

All members

- Source Gazebos.
- Think of a contingency plan in case it rains (not that it will!)

It was noted that Alison would have to shoot off straight after the fun day, but it was agreed there would be lots of us to clean up.

Next meeting to take place

Wednesday 26th June 2013 – First floor in Blacksticks this is an extra meeting, mainly to invite those helping to brief them on the day.

Meeting Closed – 8.35pm