



PTA Meeting Minutes

Wednesday 15th April 2015

Present: Sally McLoughlin (Chair)
Michelle Duncalf (Treasurer)
Ruth Douglass
Helen Ryles-Dean (minutes)
Paula O'Rourke
Sadia Gilani
Mrs Boulton
Jaqui Pollock
Kirk Siddals
Alison Forster

Apologies Bertrand Stern-Gillet
Tolu Awogbemi
Natalie Brooks

Next meeting: Wednesday 6th May – Sub Committee Car Boot
Wednesday 3rd June – Full PTA Meeting – Branwood School
Wednesday 17th June – Summer Fair Extra meeting all involved to attend.

I. Welcome

Extended welcome was given to the previous Chair, Alison Forster who has kindly offered to organise and lead on the Form 6 party.

II. Minutes from last meeting

All members were happy with the minutes, action points from previous minutes to be addressed during the meeting.

III. Overview of last terms events

Film night was really success, thanks were expressed to everyone involved, and we made £148 on the evening.

Comic relief was also really successful, total raised was £796.47. Smarties money was covered.

Easter Craft afternoons were very successful, feedback was given with regards the Easter Bonnet parade maybe being held in the hall for the older ones. Very few people donated the £1, for next year we need to push the donation a little more. Next year we need to have a permission slip which needs to be returned with the donation in order to cover the cost of the Easter Eggs. Potentially link in to the art exhibition or re-introduce the egg hunt.

Mrs Loats had requested money for the potato growing competition and the PTA has funded this. The Small Earth Games Company is coming in, Mrs Follet is coordinating this.

IV. Quiz Night

The sub-group unfortunately have been unable to do as much planning for the quiz night as they would have liked to. It was therefore felt that the quiz night would be better if it was moved to a later slot or even left till the next academic year in the winter term.

V. Car Boot Sale

Car boot date was agreed for Sunday 17th May. Parents to be informed ASAP

Action:

- Sally to check with Mrs Follet if we could use the Hall if raining
- Sally and Hilpa to form a subcommittee, Helen offered to also attend the meeting. Subgroup to meet prior to the event

VI. Uniform/Bags2school

Tolu was unable to attend due to work commitments but had informed Sally the 15th May 2015 is the date for the bags 2 school collections. This will be advertised this week as the bags have arrived in school.

Sally gave feedback with regards the uniform sent to Africa. It is currently being held due to the political unrest. Tolu is still happy to lead on this. It was felt it was too soon to have a second hand uniform stall at the Summer Fair this year.

Action:

- Tolu to confirm date for sending bags out to parents and organise a text

VII. Sports Day

It was felt it was very late notice for Sports Day for parents to get time off work, it was requested that Mrs Follet inform parents ASAP of the times. It was decided that the PTA would not do the refreshments as very short notice and very few volunteers available due to work commitments.

Action:

- Mrs Boulton to liaise with Mrs Follet with regards informing parents
- All PTA members to do a rain dance to get it postponed as many can't attend, Michelle leading on this ☺

VIII. Form 6 Leavers Party

Thanks were given to Alison Forster for the organisation of the Form 6 Leavers party. This will be Thursday 18th June at Blacksticks. Half the restaurant downstairs will be reserved for parents; there will be a meal deal for parents again. Upstairs, one half will be decorated with old pictures/baby photos of the children during their time at Branwood, the photo booth will also take place again. There will be a DJ/Karaoke and food will be served between 7-8pm at 8pm there will be a presentation to staff and children. Children will get a gift book again. We still have the banner from last year. Total cost for the evening will be £492, slightly over what we wanted to pay out, but it was felt the children deserved it. Children will be charged £15 for a ticket, PTA will fund the rest. Sally requested if Alison could pass on all her notes as we appreciate she will not be here next year, as her daughter is leaving this year and she has been the one that has always organised this event.

Action:

- Alison to liaise with Michelle with regards funding
- Alison to write to all Year 6 parents

IX. Parents Summer Ball

Vicky is coordinating the Summer Ball for parents with Paula and Natalie. Vicky not at the meeting so will feedback at the next meeting. Discussion took place to call it a Dinner rather than a ball, so not to put parents off. Albert's potentially could be available for £300 room hire with £1500 spend. Jacqui has a

contact, so will look into it and feedback to the subcommittee. Natalie unable to attend meetings due to child care but is still very keen to be involved and feels she has some great contacts in the events sector.

Thanks were expressed to Natalie for her continued support to the PTA

Date: Saturday 4th July, suggested Red/White/Blue theme due to American Independence Day

Action:

- Jacquie to contact Aberts to look at options
- Sally to contact Vicky to see where she is up to

X. Summer Fair

Sally shared with the PTA a list of roles and responsibilities for the summer fair

It was decided it would run from 12noon, Raffle will be drawn at 2pm. Set up will be from 9am access on the Friday till 6pm if possible. No finish time was decided as we felt this could be judged on the day.

Sally to host a debrief at her house on the Monday after the fair, as it is felt this is a good time to reflect on the positives and negatives.

- Fair Coordinator – Sally
- Funds Coordinator – Michelle
- Advertising & Promoting (external stalls) – Ruth
- Food & Drink Coordinator – Jacquie
- Stalls Coordinator – Helen & Michael
- Entertainment Coordinator – Sadia & Natalie
- School Coordinator – Mrs Boulton
- Decorations/Layout Coordinator – Paula

Food and Drink Ideas

Eat me - Cake stall -

Drink me – Drinks stall - Long tables with chairs, Party Pieces vintage disposable wear for drinks. Talking Tables is a company that do a Truly Scrumptious theme which would be in keeping with the Alice in Wonderland theme. Worried china may not be suitable outside. Also suggested that children can decorate a paper tea cup before getting their drink, or people buy a cup/bottle to get a free drink.

Ice Cream Van or Ogdens Bike

Pimms

Blacksticks BBQ

Milika Mums Mrs Haidar Form 2 happy to do curry stall again

Candy Floss machine

Action :

- Michelle to look into a license
- Jacquie to email Sally next week to confirm the Food & drink that will be at the fair

Games Stalls

Keys for the door – Old Door
Beanbag through Card hearts
Splat the cat
Coconut shy
Hook a duck
Fill a Jar
Bottle Jar
Tombola Gift (unwanted gifts)
Find the White Rabbit game

Action:

- Helen to email Sally with confirmation of stall that's will be running
- Helen & Mike to organise the stalls ready for volunteers to have a rota for the day to stop people getting stuck on one stall all afternoon

Entertainment

Bouncy Castle
Miss Dillon to be Alice
Someone to be White Rabbit
Croquet
Tea Cup ride/Swing Ride
Andrew to be asked if he would be willing to do PA music system/outdoor film

Action:

- Kirk to ask Andrew if he can be involved
- Sadia to email Sally with confirmation of the entertainment and liaise with Michelle with regards the costings/budget

Decorating

Bunting
Large clocks
This way, that way signs
Bubble machines
Wavy Mirrors as they come in
Looking Glass
Clocks
Rabbit warren style entrance

Action:

- Paula to email Sally with confirmation of the decorations and liaise with Michelle with regards the costings/budget

Other Information

Paid Entrance: 50p both adults and children

Prize stall – Tokens (Mrs Boulton to collect Milk Bottle tops) These will be for the games stalls for prizes, children get a token and can exchange for a prize on the prize stall at the entrance, Ruth to ask newsagents and McDonalds for any old games from magazines for the prize stall.

Raffle – Potential to split between Ball and Fair, Ruth to organise the requests for prizes.

External stalls – Ruth to approach the businesses £10 + Raffle prize. Business will need to bring table and Gazebo, they will pay for a space.

Form 6 - Pre book a room for a private tea party Alison Forster to co-ordinate, it was suggested to ask Harvey in Form 6 if he would dress up as the Mad Hatter.

Action:

- Michelle to confirm with Alison she is happy to work with the form 6 children
- Mrs Boulton to ask Miss Dillon if she would be willing to dress up as Alice in Wonderland.
- All volunteers to dress up as Alice in Wonderland theme
- Children allowed to come in fancy dress, potential competition
- Helen to see if a new banner can be printed with the theme on

XI. Summer Show

Summer show – Paula supporting with the Props meeting Mrs Cracknel on Friday to discuss
It was suggested PTA would organise refreshments, Candy Stall & Chocolate Fountain and refreshments.
They would also organise a Golden Ticket under chair competition.

XII. Suggested Meeting Dates

Everyone happy with the dates, de-brief to be at Sally's house.

XIII. AOB

Sally meeting with Mrs Follet on Friday, she will request confirmation of the date for the new parent's day. Sally, Helen and Ruth to do PTA pack for parents and a flyer.

Garden – Paula gave an update of the sensory garden. Proposal made and image shown as to how the garden will be laid out. Further information will be provided at the next meeting, Paula to work on the costings and feedback.

Action

- Sally and Paula to walk round the garden with Mrs Follet to show where we are up to.
- Paula to liaise with Michelle with regards the budget

Next meeting to take place

Wednesday 6th May – Sub Committee Car Boot

Wednesday 3rd June – Full PTA Meeting – Branwood School

Wednesday 17th June – Summer Fair Extra meeting all involved to attend.

Meeting Closed – 8.40pm