

## Wanborough Primary School PTA

### Minutes of the Committee Meeting held on

Monday 6<sup>th</sup> June 2016 at The Plough, Wanborough

**Attendees:** Guy Simmonds, Diane Rendell, Karen Walker, Lorna Davies, Ed Lott, Tracy Hutchings, Anna Jefferd

**Apologies:** Andy Drury, Alison Hannay, Demelza Watts, Sarah Jones

#### **Review of Previous Events**

*KS2 Party (Friday 20<sup>th</sup> May)*

This event raised £985. The new entertainment (Karaoke and Xbox) was a big hit. Generally it was felt that the evening was a big success.

*Tea towels*

Sales have been good and we have only 24 left to sell. If these are not sold during the coming weeks we will try to sell them at Sports Day and/or the Fete.

#### **Future Events/Activities**

*Thursday 16<sup>th</sup> June – non uniform day for Treasure Chest donations*

*Wednesday 22<sup>nd</sup> June – Sports Day (LD to co-ordinate)*

We will offer: Refreshments, 2<sup>nd</sup> Hand Uniform, Raffle tickets, Headteacher Raffle tickets, Treasure Chest tickets, Tea towels

Helpers: LD, AJ, KW, TH (set-up)

LD to contact volunteer network to get more helpers

LD to check tea, coffee and sugar stock, and buy milk, biscuits and squash (or KW).

*Saturday 2<sup>nd</sup> July – Summer Fete*

See separate Event Task List

*Monday 4<sup>th</sup> July - New Uniform Sale*

KW to co-ordinate helpers.

#### **Funding Requests**

The 14 new laptops were delivered to school just before the half term holiday and will be set up in the next couple of weeks.

The play equipment company has provided a quote for the play equipment. A quote was also received for safety flooring. In addition to this a quote was received for the removal of the damaged equipment. It was generally felt that the pricing for the flooring and the removal were high, so it was agreed that we would obtain more quotes.

Following the success of the karaoke at the KS2 Party it was agreed that the PTA would purchase a karaoke machine, for use at future events and in school. GS will buy.

#### **Action**

LD

LD

KW

GS

GS

### **Finance Update**

The PTA has received its first commission payment from Judi Moore, the independent travel agent, in Wanborough, although GS has not yet received a cheque. AH to contact Judi Moore to obtain the cheque (or find out where it is). \*\* ongoing \*\*

AH

### **Any Other Business**

It was agreed that we need a named First Aider for all future events. This can normally be a member of staff (they have recently undergone First Aid training) or TH is a trained First Aider.

In addition, we must remind parents that *they* are responsible for their children's behaviour and well being at our events (on booking forms, etc.)

KW

It was suggested that the PTA could be linked to "Easy Fundraising" (receiving commission when people shop on certain websites). GS/TH to investigate.

GS/TH

It was suggested that we could run a Roald Dahl themed Film Night at the beginning of September to coincide with the 100<sup>th</sup> anniversary of his birth. We should check with Miss Watts first to see if she has any special plans. To be discussed at the next meeting.

KW

KW suggested that the PTA could enter a float in the Wanborough Show Carnival Procession on Saturday 20<sup>th</sup> August. This will be discussed in more detail at the next meeting. \*\* ongoing – to be discussed at next meeting \*\*

KW

Facebook Page – GS has been unable to find the administrator for the current Facebook page. He will start a new one. \*\* ongoing \*\*

GS

Recipe Book – EL has obtained prices from a printing company. Although it was felt that it is not going to make a lot of money it might still be nice to do. KW will investigate further in the future. \*\* ongoing \*\*

KW

### **Date of next meeting**

tbc