

Wanborough Primary School PTA

Minutes of the Committee Meeting held on

Monday 7th September 2015 at The New Calley Arms, Wanborough

Attendees: Franky Fatica, Guy Simmonds, Lorna Davies, Karen Walker, Ed Lott, Anna Jefferd, Diane Rendell, Chris Liston, Sarah Jones, Andy Drury

Apologies: Alison Hannay, Dave Porter, Demelza Watts, Andrew Lingard, Will Sinclair

Septem-Ball (Saturday 26th September)

53 tickets have been sold to date. FF is distributing tickets after they have been bought.

Action

FF

Posters on boards have been put up around the villages and A4 posters were distributed amongst committee members for putting up in bus shelters, pubs, etc.

Claire Pavely has offered to promote the Ball at school (before/3pm), and FF/KW will be at school at 3pm this Thursday to sell tickets.

FF/KW

AD agreed to arrange a text to parents reminding them about the Ball.

AD

The Village Hall has been booked from the Friday afternoon to the Sunday at 2pm.

FF will call the band, the caterers, the drapes company and the Village Hall to check about payments.

FF

GS/KW will take care of the drinks shopping, to include lemons and limes. The following will be offered: Prosecco, white wine, red wine, Corona/Peroni, bitter, cider, Guinness. It was agreed that soft drinks options should include sparkling water and San Pellegrino. Also note: *cans* of cider need to be bought (Thatchers Gold).

GS/KW

Bar staff still need to be found. DR and FF agreed to continue searching.

FF/DR

FF will produce the bar pricelists.

FF

FF agreed to order and collect/return the glasses from Sainsburys.

FF

Ice – FF and EL to organise.

FF/EL

GS will organise the bar float.

GS

FF agreed to confirm salad arrangements and where the meat is being cooked with the caterers.

FF

FF will check with Claire Pavely re desserts.

FF

FF will check with Justina Lewis where the Village Hall tables and chairs were stored at the previous balls.

FF

Equipment required on the day:

- cloakroom rails
- gala tent (GS to organise)
- bar (FF to contact Richard Griffiths)
- lights (FF)
- extension leads (All)

All

Helpers (set up from 2pm on Saturday – jobs to include putting up the gala tent, moving tables and chairs, setting up the bar):

- FF, CL, EL, GS

FF/CL/EL/GS

Tidy up will be from 11am on Sunday.

Boden Party (Thursday 1st October 2015)

KW is the co-ordinator for this event.

KW

DR is organising a bar licence for the school (2.30-10pm).

DR

KW will talk to Mark Woodman about borrowing a school laptop for processing the orders.

KW

Full length mirrors will be needed – KW and EL to organise.

KW/EL

CL agreed to put together some changing booths.

CL

Raffle tickets will be sold at £1 each (prizes will be £50 Boden voucher, bottle of Prosecco, candle).

KW will do the drinks/refreshments shopping. LD will produce pricelists.

KW/LD

LD agreed to organise the glasses hire from Sainsburys.

LD

Ice – EL to organise.

EL

Helpers:

Afternoon – KW, AJ, DR

Evening – KW, AJ, GS, CL, ?AH

KW agreed to investigate the possibility of offering a crèche in the afternoon (after school).

KW

Next Events

AGM (Monday 12th October 2015)

KW to produce posters.

KW

KW to do the shopping.

KW

LD to organise glasses hire from Sainsburys.

LD

Bag2School (Thursday 12th November 2015)

KS1 Disco (Friday 20th November 2015)

Note change of date

Any Other Business

GS reported that we are now in receipt of the PTA information packs for parents of Reception children. FF will distribute these at the EYFS evening at school on 5th October.

FF

The discussion regarding the purchase of chairs for the school prompted a review of the PTA Charter, as it was felt that the fact that we do not want to fund the purchase of basic equipment, consumables, transport, etc. is not necessarily clearly stated in the Charter as it stands. FF agreed to amend the Charter to reflect this. **** carried forward ****

FF

KW is looking in to the possibility of a “Winter Wonderland” event (an outdoor ice-rink) for December 2016/January 2017. This could be run along with the school staff, possibly instead of the usual Christmas Bazaar.

KW

It was agreed that we would renew our subscription for our poster software.

KW

School Uniform – KW agreed to chase the commission payments due and will also talk to Mark Woodman about moving the school uniform information from the PTA page on the school website to another page.

KW

Christmas Cards – KW has agreed to co-ordinate this again. The children will produce Christmas cards which will be available for parents to buy, with all commission earned going to the PTA.

KW

Date of next meeting

Monday 12th October 2015 at 7.30pm (AGM)

Venue: Wanborough Primary School