

Richard Crosse PTA

Date: 10th November 2017

Attendees: Marcella Henley, Louise McGuffie, Jo Forker, Nicola Jarrett, Jacqui Bowman

Agenda Item	Discussion	Actions
Welcome		
Matters Arising		
<ul style="list-style-type: none"> • Draft guidelines for email use (MS) 	In progress	
<ul style="list-style-type: none"> • Produce strategic spending plan for next 2 years (JF/MH) 	In progress	
<ul style="list-style-type: none"> • Approach TA's re PTA rep (NJ) 	In progress	
<ul style="list-style-type: none"> • Check with Miss Jarrett what Year 6/other classes will make to sell in terms of reindeer food/hot chocolate etc (MS) 	Ongoing. Principle adopted with stalls is that products must be sold at a price to at least cover costs.	
<ul style="list-style-type: none"> • Check whether we can get a reindeer from Blythbury (MS) 	Cost is too high, so will not go ahead	
<ul style="list-style-type: none"> • Ask pub for prices for potential events (SW) 	Deferred	
<ul style="list-style-type: none"> • Ask Miss Jarrett if school has a sleepover 	Date is set for February. Agreed could not fit in another event before Christmas. Discussed using popcorn at Children in Need day	

planned/other events in November (MH)		
<ul style="list-style-type: none"> • Arrange photos with Sarah Baldock (MH) 	Complete	
<ul style="list-style-type: none"> • Check JustGiving as a way of raising money (SW) 	Deferred	
<ul style="list-style-type: none"> • Ask Jo Forker for job descriptions (JB) 	Deferred	
<ul style="list-style-type: none"> • Ask Santa (NJ) 	Santa has agreed to attend	
<ul style="list-style-type: none"> • Email confirmation to stall holders (JB) 	Emma Roffey has been emailed to confirm. Louise has confirmed with Cotton and Candy. Carol Derry has been confirmed by Marcella. Jacqui has confirmed with Beverley Carless and Ann Foster.	
<ul style="list-style-type: none"> • Email Emma Roffey re stall at Fayre, including possibility of knitting a bear with a Richard Crosse uniform (JB) 	Complete, Emma will let us know	
<ul style="list-style-type: none"> • Speak to Megan Cox re items on stall (MH) 	Marcella has asked for more lower cost items, this will be fine.	
<ul style="list-style-type: none"> • Purchase Santa's grotto stickers, wrapping paper, & selection boxes (MH) 	Stickers purchased, paper will be purchased from The Works	
<ul style="list-style-type: none"> • Arrange printing of raffle tickets once prizes decided (JF) 	Arranged, need at least 2 prizes to advertise, then printing will be quick	

<ul style="list-style-type: none"> • Approach Co-Op re items for the Christmas Hamper raffle prize (JB) 	Complete – the Co-Op have generously offered to do the Hamper.	
<ul style="list-style-type: none"> • Approach Golf Club re Raffle Prize (MS) 	Deferred	
<ul style="list-style-type: none"> • Approach Sharon Basra re Indian Food stall (NJ) 	Nicola has asked Zoe to follow this up	
<ul style="list-style-type: none"> • Purchase bouncy balloons and inflation device (MH) 	Complete	
<ul style="list-style-type: none"> • Approach Royal Oak re Raffle prize (SW) 	Deferred	
<ul style="list-style-type: none"> • Purchase parent's presents (MH) 	Arranged	
<ul style="list-style-type: none"> • Appeal to go out in planner for 2nd hand books (adult & children's fiction), to be handed in 30th November (NJ) 	Will go out today	
<ul style="list-style-type: none"> • Ask choir to perform for first 15 minutes (NJ) 	Agreed	
<ul style="list-style-type: none"> • Ask Mrs Parkes the feasibility of making a recording of the choir/school to sell (NJ) 	Agreed in principle, but is unlikely for this year. Will revisit next year.	

<ul style="list-style-type: none"> • Ask Mrs Spencer-Kibble about using Cannock Chase Radio to support recording of choir/school, and promoting Fayre (NJ) 	Complete – dates were not available	
<ul style="list-style-type: none"> • Ask Debbie Clayton if she would like to lead on the Grotto, also where he decorations from last year are stored (JB) 	Debbie Clayton has agreed, and has decorations in storage.	
<ul style="list-style-type: none"> • Arrange request for donations of cakes for refreshment stall to go into planner, to be handed in 30th November (NJ) 	To go out in the planner for next week	
<ul style="list-style-type: none"> • Donations of cakes and books to be promoted on Facebook (MS) 	Deferred	
<ul style="list-style-type: none"> • Contact Glen & Gill Wright re Tombola decision (JB) 	Complete	
<ul style="list-style-type: none"> • Appeal for volunteers (MS) 	Complete. Appeal to go out in planner	
<ul style="list-style-type: none"> • Send Fayre documents to JB (JF) 	Deferred	

<ul style="list-style-type: none"> Obtain money box (MS) 	<p>Marcella has still not received the money box</p>	
<p>Approval of Previous Minutes</p>	<p>Previous minutes agreed</p>	
<p>Upcoming Events</p>		
<ul style="list-style-type: none"> Christmas Fayre (01st December) 	<p>Stalls</p> <ul style="list-style-type: none"> Kelly Hobbs confirmed, home fragrance “Scentsy”. Cotton N Candy confirmed. Emma Roffey, knitted goods confirmed Megan Cox, Monsoon items, confirmed Ann Foster, decorated candles, confirmed. Offered to donate any profit to PTA. Beverley Carless, handmade cards, confirmed. Carol Derry, knitted gifts, confirmed. Kate, Flamingo cards and gifts, confirmed <p>£10 for external stalls.</p> <ul style="list-style-type: none"> Kim Hiley Marcella Henley and Becky Sleigh will do Christmas facepainting, tattoos and nails. Santa’s grotto will be looked after by Mr Morley. Discussed looking at using parent evening booking system for timed slots to avoid queues being too big. Agreed to include a photo with Santa in the price. Bouncy balloons - Martin or Simon to run stall. Possibility to merge stall with 59 Club stall. Book Fayre. 2nd hand book stall. 2nd hand uniform stall. Buy your parent a gift stall Each class will make something to sell. Year 6 will have stalls (Lucky dip, hook a bauble, 2nd hand books etc). Refreshments. 	<ul style="list-style-type: none"> Plan of stalls to be produced (MH) Confirm prize from Golf Club (MH/MS) Investigate possibility of using parent evening booking system to book slots in Santa’s Grotto (NJ) School gate appeal for volunteers (LM/JF)

	<p>Tombola – Gill & Glen informed of decision, and invited to intend</p> <p>Raffle tickets to be sold 2 weeks in advance (latest date 13th Nov). Prizes – hamper,</p> <p>Choir will sing for 1st 15 minutes</p> <p>Volunteers – refreshment stall at least 4, balloons (to inflate) at least 2, Santa’s grotto at least 2, parents presents, to use teachers, entry at least 4, grotto decoration at least 2. As many people as possible to wrap parent’s gifts etc.</p>	
Treasurer’s Report	<p>Coaches have been paid for the Panto trip. Tickets have not yet been paid for as we do not have final numbers. Adult helpers will be taken from staff first, then PTA, then wider parent volunteers who are DBS checked, then PTA. Marcella to confirm if there is an interval, and when final numbers are required, as some children have not returned permission slips</p>	<ul style="list-style-type: none"> • Confirm if there is an interval at the panto (MH) • Confirm when final panto numbers are required (MH)

Next Meeting Date: 15th November, 8 pm, Royal Oak