**Richard Crosse PTA**

**Date:** 05th October 2017

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| **Attendees:** Martin Sleigh, Marcella Henley, Louise McGuffie, Emma Heathcote, Sue Kane (LAG), Simon Ward, Jacqui Bowman | **Apologies:** Ant Allen, Jo Forker, Nicola Jarrett, |

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| **Agenda Item** | **Discussion** | **Actions** |
| Welcome |  |  |
| Matters Arising |  |  |
| * Draft guidelines for email use (MS) | In progress |  |
| * Produce strategic spending plan for next 2 years (JF/MH) | In progress |  |
| * Look at costs for Stoke pantomime (NJ) | Complete |  |
| * Look at costs for Rugeley pantomime (MH) | Complete. |  |
| * Approach TA’s re PTA rep (NJ) | In progress |  |
| ***Big Breakfast Matters Arising (assumed complete in meeting)*** |  |  |
| * Forward Big Breakfast templates and associated documents to JB (JF) | Complete |  |
| * Ask Kay if she can help with the cooking (NJ) | Complete |  |
| * Ask Peter Halifax if he would like to be involved again (MS) | Complete |  |
| * Check stocks of sauces, condiments, drinks, order pads (MH) | Complete |  |
| * Organise table numbers and menus (MS) | Complete |  |
| * Approach Jo re quantities needed for food and volunteers (MH) | Complete |  |
| * Put the Big Breakfast banner up on Monday 25th (MS/SW) | Complete |  |
| * Distribute Big Breakfast flyers around the village (MS) | Complete |  |
| * Big Breakfast advertising on Mutterings, and Facebook page (LM/MS) | Complete |  |
| * Arrange Big Breakfast flyers to go home in school bags on Friday 22nd (NJ) | Complete |  |
| Approval of Previous Minutes | Previous minutes agreed |  |
| Review of Previous Events |  |  |
| * Big Breakfast 30th September | Raised £344 after costs. Quantities were fairly accurate, not much left over. Good feedback from school kitchen staff. There were enough volunteers, but next year we need a clearer time slot for each in order to manage better. Possibly need less teachers next year. Newspapers went down well. |  |
| Upcoming Events |  |  |
| * Christmas Pantomime (13th December) | Agreed to take all children except Nursery to the Rugeley Rose pantomime Snow White on Wednesday 13th December. Consent slips have been sent home. Coach has been booked. |  |
| * Christmas Products | These are going home at the moment, some have gone home without the covering letter, but this has been rectified. |  |
| * Christmas Fayre (01st December) | Have had a message from Kelly Hobbs asking for a stall at the Fayre, home fragrance “Scentsy”.  £10 for external stalls.  Discussed buying Christmas decorations from a wholesaler. Discussed children making decorations to sell.  Louise has asked Cotton N Candy, but no confirmation yet.  Discussed Christmas Hook a Decoration. Win a Teddy stall.  There will be a uniform stall – need to inform parents of this before hand, including gym bags.  Need volunteers for tea and coffee, decorating  Santa’s grotto, and Santa. | * Ask Miss Jarrett if children could make decorations (MS) * Ask Miss Jarrett to look at Year 6 stalls (MS) * Confirm with Jo Forker number of usual stalls (MS) * Check with Miss Jarrett what Year 6/other classes will make to sell in terms of reindeer food/hot chocolate etc (MS) * Check whether we can get a reindeer from Blythbury (MS) |
| Treasurer’s Report | 59 club has 10-12 spare numbers at present. The Club runs Jan-Dec, so current parents will need to let the PTA know whether they would like to keep their number next year. Agreed will have a stand at the Christmas Faye and the Christmas Productions to promote this and encourage new parents to join.  The school has now supplied invoices for most purchases, still waiting for some for Year 5/6 app purchases. Once these are received Marcella will produce an overview report. |  |
| AOB | Engaging new parents and ways of getting feedback on expenditure – discussed Facebook voting buttons. |  |
| Dad’s curry & pint night/mums pizza & prosecco night – to be held at the pub, 15-20 participants. Small profit margins, but will get people involved, and get to know the PTA.  Looking at February as potential date. | * Ask pub for prices (SW) |
| Film night – we have some stock of popcorn/sweets etc that need using by November. | * Ask Miss Jarrett if school has a sleepover planned/other events in November (MH) |
| Race Night – needs to be simplified, discuss at the next meeting. Possible February date. |  |
| School productions – Peter Halifax has agreed to do DVD, photos need organising. | * Send date of productions to Peter Halifax (MS) * Arrange photos with Sarah Baldock (MH) |
| Car Wash – small outlay, needs volunteers. Possible November event. Discussed getting a banner. |  |
| The PTA has been approached by the Kings Bromley Cricket Club, who would like to support us.  The PTA has also been approached by the Kings Bromley Show Committee, who have offered us a free stall at the Show next year. |  |
| Discussed JustGiving, and how this could help the PTA. | * Check JustGiving as a way of raising money (SW) |
| Diary – looked at what is planned, and where events can fit in. |  |
| Gym bags – agreed these should be put on the uniform list, not given as gifts from the PTA. Existing stocks will be sold off at future events. |  |
| AGM – coming up in January, need to plan a date soon. | * Ask Jo Forker for job descriptions (JB) |

Next Meeting Date: 20th October, 8.30am, Richard Crosse