**PTA MEETING – 16 September 2022**

**Those in attendance:**

* Claire Clarke (CC)
* Sheryl Hayes (SH)
* Sarah Jones (SJ)
* Sarah Genner (SG)
* Lucy Cooper (LC)

**Apologies:**

* Jane Elson
* Sarah Hunt
* Emma Thurman
* Becky Hall
* Stacey Sutton
* Mr Wynn (JW)

**Welcome**

Welcome provided by CC who thanked everyone for giving up their time to attend, and especially welcoming LC to her first PTA meeting.

**Minutes From Last Meeting**

The minutes from the last meeting held on 13th May 2022 were approved.

**Treasurer’s Report**

The report was provided by SJ who confirmed that we currently have about £2500 in the bank account.

SJ predicted that with the car wash and Big Breakfast quickly approaching this figure may increase to approximately £3500.

The biggest spend since the last meeting was the wooden tepee.

It was agreed that the purpose of fundraising was to spend the money on the school, and not to keep sitting on the money. It was noted that JW was away with the children on a residential and therefore was not present to provide any spending ideas. CC would therefore have a chat with JW at a later date, and anything proposed would be discussed with the spending committee before approval.

As LC was new to the meetings, CC confirmed that there is a spending committee where any spending ideas are discussed and if everyone is in agreement, then approval for funding is provided.

SJ confirming that the PTA had also paid for the attendance of the animal man at a cost of £375. This was paid for from the excess money from the HSBC account which had been closed down.

It was noted that in previous years JW had suggested taking the children to a pantomime.

CC confirming that we like to put on things that are nice for the children even if this is not always a big money maker, for example with the film nights we do not normally make much money.

CC confirming that Sports Day was successful. It worked a lot better this year with where we were positioned as it meant that everyone was still able to see their children enter the races. It is important to ensure that if people are volunteering, that they also have the opportunity to see their children in events. If we could get more people to help out, then it would be a lot better for everyone.

CC confirming that the second hand school uniform also went well.

CC explaining that the uniform that was not sold was given to the cash for clothes shop and was then sent off to Ukraine.

**Meeting with Chloe Hawkins**

CC stating that CC and SJ had had a meeting with Chloe Hawkins, who is a parent at the school but also an independent examiner. She has offered to pay the monthly charge for the sage software, which is very kind of her. CC confirming that in the future we would try to look at funding it.

CC indicating that they were going to need training to be able to use the accounts system, but once it is up and running it should be much easier to use than the current system.

CC explaining that at the moment on paper it does not look like we are doing very well as everything is being recorded as an expense, even if this is when we use the money for buying something for the school. The new system will allow us to break down the items properly so that we can get a better idea of what our expenses actually are.

**Coffee Morning – Friday 23rd September 2022 - 8.45-10am**

This will be running from drop off time and will be used to welcome new parents and also welcome back old parents. CC and SH asked if we could spread the word. Confirming that it was on facebook, the website, and schudio.

We will need to set up some tables in the hall the night before. CC and SG agreed to do this.

We would have tea, coffee and pastries.

There was some discussion about how many people might attend, as the Mother’s day coffee morning had been very successful.

CC, SH and SG confirmed that they would help out at the coffee morning.

LC also confirmed that she would be around to help out on the morning too.

**Carwash – Saturday 15th October 2022 - 8.30am-1pm**

CC confirming that we need volunteers to wash and help set up, noting that last year she had to do this on her own.

CC would need help to set up tables in the hall for refreshments and to get all of the car washing stuff out.

SJ and SG agreed to help set up with CC the night before.

It was noted that if people are unable to help out on the day, even if they could support the school by bringing their car or by making some cakes for the refreshment stand. Anything is valued if it helps support the event.

LC asking whether the children help out, and CC confirming that they do.

It was noted that we make some good money from the carwash.

SH confirming that we need cakes the night before to sell for refreshments.

We still need lots of volunteers for this. CC confirming that we would need to ask:

* Jane and Dave
* Anna and Karl
* Sarah and Geoff
* Chris Sutton
* Nick Hawkins

CC confirming that she will message people to see if they can help out.

**More people are urgently needed to help out on the day!!!**

SH and CC are pencilled in to do a leaflet drop on 3rd October 2022.

CC confirming that they were not going to leaflet Rugeley this time.

The price of a carwash is £5

CC would check to see if any teachers can help out this year.

**Film night – 17th November 2022 - 3.30-6pm**

CC confirming that we will need some helpers to run the evening. Helpers will need to come in about 2.30 ish.

Noting originally we would have lots of different films in different classrooms, but for the last couple of years we’ve only had one in the hall.

At the end of school, the children will go out to play and come in at approximately 3.45pm and watch the film, halfway through. They will then have something to eat and watch the rest of the film.

We discussed whether to have popcorn this year as it made quite a mess last time, but it was agreed that the children liked having the popcorn and therefore they would have it again this year.

It was agreed that the cost of the film night will be £4 per child.

CC asking if we could all have a think about the film to put on, on the night.

**Non-Uniform Day – Thursday 17th November 2022**

CC confirming that on the same day as the film night we are going to have a non-uniform day. On that day we are going to ask parents to bring in the tombola prizes for the Colton Village Fair.

**Colton Christmas Fair – Sunday 20 November 2022**

The only issue with this event is that both CC and SH are away that weekend.

CC confirming that we made quite a lot of money from that last year. As well as the tombola, we also sold some advent calendars.

It was agreed that we would run the tombola again. SH confirming that we used a bucket last year and it was fine. (Alex later came into the meeting room and confirmed that he might be able to get a tombola for us to borrow).

CC confirmed that she would ask Stacey Sutton and Sarah Hunt if they will help out with this. It can only go ahead if there are volunteers to run the tombola. Ultimately it will depend upon manpower.

CC agreeing to pay for the stall anyway as it will be nice to support the event as the village put on the Open Gardens and donate all of the money from this to the school.

LC confirming that she may be free to help out.

SH explaining that it worked quite well last year and it’s really easy to do.

**School Christmas Fair**

This was discussed. It was felt that this would be a massive task to undertake alongside everything else we are doing. It was therefore agreed that this would not take place this year.

SJ asked if we could have a big raffle instead?

CC confirming that Parentkind do a summer and Christmas raffle. There’s a chance to win some really good prizes and we do not need to do anything for that.

We discussed the fact that when a raffle takes place but is not part of an event and off site, then we have to consider whether it is gambling.

CC explaining that if we have a raffle as part of Easter bingo then we do not need to worry about getting a lottery license, but if we advertise off the site then we do.

LC explaining that when her girls were at their previous school, they were issued with a pre-printed book of tickets which they would be given to sell. If you did sell them you would bring in the tear off slips with the money. Usually people would just pay for their own children and then take it back in, but it did mean that tickets were sold.

Everyone felt that this was a good idea. It was suggested that the each of the children be given two strips of tickets which will costs £1 per strip.

CC and SH would ask for donations, such as chocolate, cakes, wine etc

LC asking if we go to local businesses and ask them for donations. CC explaining that usually we do but as all businesses are feeling the squeeze of things at the moment, she did not want to do that, but could ask Tesco, Morrisons, Wilkos etc.

LC confirming that her husband Ian would probably donate something.

It was agreed that they could reveal the winner of the Christmas raffle on the day of the children’s Christmas meal.

Suggestions were around having a hamper for the parents and then a little one for the children.

It was therefore agreed that we would not put on a Christmas Fair but we will do a raffle.

**AGM – Friday 25th November 2022 – 8.45am**

CC confirming that we need to look at putting a succession plan in place. Noting that at the end of this year, we will be losing SH, JE and SG and therefore we’re going to have to start handing over roles. If anyone wants to stand for them this year then people should let CC know.

**Christmas Big Breakfast – Saturday 10th December 2022**

The reason we are having the Big Breakfast later this term is due to the fact that this was the only date that SH and CC can do together.

Unfortunately Hayley Marney cannot help out on that day, but it should be fine.

CC explaining that if people are willing to help out at the Big Breakfast, they will still be able to have breakfast with their family.

CC stating that we normally arrive at 7am and then it opens from 8.30am.

CC explaining that she was thinking of having a Santa milling around.

We all agreed that, if possible, it would be lovely to have a grotto off the hall into one of the classrooms like we have in the past at the Christmas fair.

We could then purchase selection boxes, which will need wrapping.

SG and LC agreed to help wrap the selection boxes.

CC noting that we would need to have someone taking money at the grotto.

CC to agreed to ring Santa to see if he was available for the Big Breakfast.

CC stating that if we can do it, we will also need manpower and people helping to set up the night before.

**Money raised/spent since last meeting/proposed spending**

Since the last meeting we have raised the following:

* Jubilee tea towels - £230
* Sports Day - £210
* Uniform - £93

We have spent on:

* Tepee
* Subscriptions are up and running.
* Guinea pig run
* Planter
* New toaster
* Leaver’s hoodies
* Leaver’s party
* Dance and drama lessons

**AOB**

We spoke about the welcome packs. LC confirming that she had received hers. SJ suggesting that perhaps we should send packs to the rest of the school to encourage people to join the PTA and potentially take up a role.

CC confirming that the coffee morning will hopefully be an opportunity to catch up with people and talk about what we do and what the PTA has achieved.

LC confirming that part of the reason why she wanted the girls to attend the school was due to things like the horti-hub etc but had not realised that this was something that had been supported by the PTA.

It was noted that people need to know more about what difference the money raised by the PTA has made to the experiences the children enjoy in school.

We need to have posters showing what we have achieved like the hortihub, the bike racks etc so that people can see everything that goes on.

It is vitally important that we have people coming through the school to continue to support the PTA. CC will still be here but it will be really hard without the support. We do enjoy what we do.

People need to know that we do not expect them to help out at everything but any form of support is very much appreciated, for example Sarah Hunt stores everything for us.

Events cannot go ahead without people to support them. To help out people do not need to do it all, just helping out at one event is very much appreciated.

CC confirming that the PTA had been finalists in the Parentkind awards. We didn’t win it but we were finalists which was a massive achievement.

CC confirming that there was going to be another wreath making workshop with Mel Crozier. Noted that last time, Mel donated a proportion of the sales to the PTA.

CC stating that we have been asked to help with the Christingle packs

CC and SG agreed to help.

CC confirming that she had received a “thank you” from a new mum for the welcome pack and she had asked to be joined to the whatsapp group.