

Berewood Primary School PTA Meeting 7:30pm Wednesday 16th June

Attendees

Holly Janine Spencer -Chair (HS)
Rachel Doherty – Treasurer (RD)
Ricky Leigh – Berewood Head Teacher (RL)
Sarah Turnbull – Secretary (ST)
Charlotte Corp (CC)
Mike Anthony (MA)
Nick Knowlton (NK)

Apologies

None

Actions from Previous Meeting

Contractor Quotes – RL advised this is still ongoing as an onsite meeting maybe needed to decide what is required, discussions took place, and everyone agreed that we want to get the stage area right for the whole school. RL will speak to AP again. **Action ongoing RL**

Stampstastic – joint communication to be sent out from ST and RL. **Action ST/RL**

Charities Commission/ Accounts – RD will provide an update in Treasurers Report section.

Facebook Parameters – RL advised he has sent over a consent letter and just requires the information that the PTA wish to have shared. **Action PTA Committee**

Agenda Items

Treasurer Report – RD provided a breakdown of the account to date. As of today– £6203.52 is currently held in total in the main and reserve account. Since the last meeting £431.50 was raised through the raffle, £85.00 from the lottery, £14 uniform sales, £16.80 from Smile. Amazon and 4p interest, currently the account balance holds over £1000 for Panto deposits. RD also explained that she had now filed the accounts from 18/19 after seeking professional advice as these were overdue and in addition, she has filed the 19/20 accounts already. RL praised the amount of money that had been raised.

Summer Festival - HS confirmed that the right decision had been made to cancel the event due to the recent announcement. It was discussed that the event could be postponed until September or replaced with a Bounce-a-thon or something similar. However, it was agreed that at this time it was best to leave September as currently the DoFE guidelines are to not change any of the current set ups and there is still uncertainty about restrictions for people coming onto the school grounds.

Ice Lollies—HS asked if a risk assessment is needed for this, RD confirmed that some had been shared previously but that RL may have a current one. RD explained that the sales would take place in 2 or 3 locations, the queues would be spaced out, leaving is staggered, alcohol wipes would be used, and no change would be given. RL stated he has concerns regarding how the overlap of children and queues would be managed but that signage could be provided and maybe a steward or helper to manage the queues. Suggestions were made to start the sales next week, RL advised that the risk assessment would need to be carried out and signed off by the Trust first. RL took an action to send RD the template for the risk assessment. **Action RL/RD.** It was agreed that the lollies would be sold for 50p each.

Krispy Kreme's – RD explained that iced ring doughnuts could be pre ordered from Krispy Kreme at a reduced price to that paid in the shops if a certain amount were ordered. These could then be sold on to raise funds for the school. RL asked how people would collect their doughnuts, RD said that these could be made available from outside the hall after school on July 1st. Everyone agreed that this sounded a good idea.

Other Fundraising Ideas- HS advised about a Smarties event, this is where children are given a pack of Smarties or Raisins and then ask to return this with some pennies in. RL said that we must be mindful of holding lots of bad food events. It was agreed to park this until next year.

ST provided information regarding the ParentKind Raffle being held in July. This is a cash draw that the PTA can register for, tickets are £3, and these are purchased directly from ParentKind who send half of the ticket price to the PTA and use the remaining fee towards the cash prize. There are various draws for one week, with many chances to win.

RD advised that the food prizes were extremely popular in the recent raffle and that a Takeaway Raffle is being planned, tickets will £1 each and the prize this time will be a £30 voucher from BBQ Boss.

RD provided details of a Rainbow Hamper Raffle, where all the prizes are themed around a colour. It was suggested that this could be popular around Christmas or later in the year.

NK suggested contacting various places like Flip out, Thorpe Park, Crazy Golf, Rock Up etc and holding a raffle for days out. Everyone agreed this sounded a good idea, RD advised that there is an official letter that can be sent out if needed by those who donate. ST and NK took an action to call around. **Action NK/ST.** MA asked if hashtags could be added to the winners' posts to help promote both the winners and business. Discussions took place but it was decided that this would need to be down to the individual to post not the PTA.

RL asked if ideas could be canvassed through the Facebook page as if suggestions were made and then seen to happen it may help to increase the numbers taking part and the funds raised. It was agreed that a poll would be held to find out where people would like the next Takeaway Raffle voucher to be from.

RD advised that she had seen a Colour Run idea which maybe great for the Year 6 leavers or as a sponsored event. ST agreed that this would a great thing to put on. RD took an action to send RL the details. **Action RD**

PANTO- RD advised that there are still about 40 tickets to sell although there had been a good take up. Discussions took place regarding sending an email to the new Year R parents so that they can

buy tickets. ST took an action to put together an email. **Action ST.** It was also discussed that there are currently about 10 requests to join the Facebook page from new Year R parents, RL advised that these cannot be confirmed until the children start in September. ST advised she would add this to the Panto email so that the parents new why their requests are still outstanding.

Christmas Shopping – RD advised that we need to agree the days for this year’s Christmas Shopping Days, which hopefully will be able to be held in the usual way this year. RL asked RD to send over the proposed dates so he could confirm. **Action RD**

AOB

ST – passed on NK’s apologies for leaving the meeting, he was having internet issues.

RD – advised that Smile. Amazon are increasing their donations for anything purchased on 21/22 June. ST took an action to add this to the bulletin. **Action ST**

RD – asked if the Gazebo could be found, RL advised he was unsure where it was, RD said it could be in the shed. RL took an action to ask AP to look for it. **Action RL**

RL – no

MA – no

CC – no

RL – asked how many people are needed for the AGM, at least 6 are needed. HS confirmed that both herself and RD need to do annual reports and then all the committee step down and then re elections or new elections take place, during that time RL takes the Chair.

HS - no

Next Meeting planned for 7:30pm Monday 19th July - AGM

Actions Table

Date	Summary	Person Responsible	Closed/Ongoing
21 st April	RL to arrange for 3 contractor quotes for the outside stage area	RL	RL to arrange an on-site meeting to agree the requirements
21 st April	ST and RL to send out a joint communication regarding Stampstastic	ST/RL	
21 st April	PTA Committee to change the FB parameters	PTA Committee	Committee to send RL the details they wish to be shared so that the consent to share letter can be sent out
16 th May	RL to send RD the risk assessment template on the ice lollies	RL	

16 th May	NK and ST to call around for days out vouchers	ST/NK	
16 th May	RD to send RL information re the colour run	RD	
16 th May	ST to put together an email for the new Year R parents re Facebook and Panto	ST	
16 th May	RD to send RL the proposed Christmas Shopping Dates	RD	
16 th May	ST to prepare the bulletin and to include info on Smile. Amazon	ST	
16 th May	RL to locate the Gazebo	RL	