

ST. JOSEPH'S PTA

Minutes – Monday 11th May 2015

The meeting commenced at 7.00pm in the school hall.

Present:

Susie Spinks (Chair)
Liz Short (Secretary)
Julie Beard (Treasurer)
Mrs Sinclair (President)
Clare Churchill (Staff)
Helen Topping
Julie Daniel
Chris Price

Apologies:

Mark Bradley	Teresa Brady (Staff)
Tinu Oladipupo	Jacqui Redpath (Staff)
Tope Oso	Wendy Rose
Maria Ferrari	Nick Francis
Tom Boshell	John Smedley (Vice Chair)
Suzanne Francis	Caroline Schmidt
Emily Tremain (Staff)	Tracey Cormack

Welcome:

All members signed in and apologies given.

Minutes from previous meeting agreed.

Old Business:

Quiz Night:

Very good feedback with regards to compère, John Smedley. Julie Beard confirmed the profit for the night was £168. Good atmosphere even though only 9 tables sold. The Committee agreed to organise a 'family event' in order to generate more interest from parents. The Committee agreed to investigate how to run a 'family quiz night' with questions for the children. Julie Daniel suggested the Crayford Social Club for a 'family disco'. Julie thought the price to hire the hall was £150. Again, the Committee agreed to this idea and will investigate further for Oct / Nov time.

New Business/Updates:

Summer Fete:

Advertising:

Liz confirmed she would contact Michelle Soan to get the banner put up and once the posters have been amended to include the times of the fete, these will also be distributed for display. A letter will go to parents mid June with collections to take place week commencing 22nd June.

Raffle:

Prizes so far, Moet Champagne, Mount Mascal Vouchers, Theatre Tickets, Panto Tickets. Letters have been sent requesting donations so hopefully more will arrive at the office in due course. Liz suggested the Brownies to help sell Raffle Tickets on the day and confirmed she would contact the Brownie Leader.

Barclays Matching:

Julie Daniel confirmed Jemma was in the process of form filling to see if Barclays would profit match again this year.

Stalls for Hire:

Mrs Drummond is running her Jewellery Stall and Carla Lyons is running her Sweetie Stall. Julie Beard also confirmed there were two more interested. One selling scarfs etc and one selling Crafts. Furthermore, Liz received an enquiry from a new parent (child to start in Reception in Sept) who wanted to run a Skin Range Stall. The Committee agreed to all of the above.

Entertainment:

Mark to confirm the bookings for the entertainment. If the Hollywood Dance Troup were performing the Committee suggested two separate performances times.

Run through of Stalls:

As attached.

Minutes Continued/.....

Archery:

Mrs. Sinclair agreed to speak to Mrs Sweeting with regards to running the Archery again.

Refreshments:

Caroline Schmidt confirmed her husband will be able to donate soft drinks for the refreshment stall. Amounts to be confirmed.

Beer/Pimms Tent:

Susie confirmed she had applied for the drinks licence. Liz will e-mail Chris Warren & Sue Cooper to confirm volunteers. The Committee agreed to sell Sangria instead of Pimms this year.

Candy Floss:

John Smedley was nominated to run this stall in his absence. This is to be confirmed with him.

Money Tree Stall

The Committee needs to confirm the Money Tree itself is available and a volunteer is needed to run this.

Sand in a Cup

Volunteer Needed

Wrap/Cheesy Nachos &/or Fruit Kebabs

The Committee agreed there should be more food stalls as unfortunately the African Stall are unable to attend this year due to the lack of volunteers. The Committee agreed to a 'Wrap & Nachos Stall' plus 'Fruit Kebabs'. Volunteers needed.

Ground Plan:

Emergency Vehicles to be placed at the each corner of the playground. The Fire Engine will drive into the centre therefore all entertainment needs be finished by 2pm.

Updates:

Filming of School Production:

Mrs. Sinclair confirmed the PTA needed consistency if booking a cameraman for the filming of the school production. Liz to speak to Suzanne. If cameraman confirms then PTA letter to go out to parents as last year to sell DVD's.

School Disco:

Mark to produce tickets and posters. Liz to send out letter 1st June (disco being held of 12th) and to organise Volunteer List.

School Leavers Yearbooks:

Helen confirmed Wendy was completing these this year but copying her in on all e-mails.

PJ Day:

Susie to speak to Mrs. Truss to confirm a date for the Cinema Night.

New Business:

St. Mary's Playgroup – Coconut Shy

Julie Beard had a request from the Playgroup on whether they could use the Coconut Shy for a fete they've organised on the 22nd June. This is a week before St. Joseph's fete and it was agreed that there needs to be better communication between the school and the playgroup as the fetes are very close together. To this end, the committee declined the use of the Coconut Shy in case of damage but will offer the Hook a Duck instead.

Minutes Continued/.....

Lollie Friday

Susie Spinks suggested 'Lollie Friday' wherein the Committee sells lollies outside school on Friday evenings in the summer months. Mrs. Sinclair agreed as long as there are no litter issues and Susie confirmed she would commence 'Lollie Friday' after the May half-term.

Any other business / suggestions:

Susie would like the PTA to invest in new equipment and suggested Popcorn Machine and BBQ. The first item for purchase will be a PTA shed which has been reasonably priced by Susie and Mrs. Sinclair confirmed she would investigate the site for the shed and organise the base.

Julie Beard asked the school whether the recent donation of money has been spent yet (books and lunchtime equipment) as she has received no invoices. Mrs. Sinclair confirmed the order has not yet been made.

Julie Beard confirmed 118 tickets sold for the pantomime already.

Date of Next Meeting:

Thursday 4th June 2015 – 7pm in the school hall.

Liz Short (Secretary)

Date: 13th May 2015

Minutes Approved by the Chair

..... **Susie Spinks**

Summer Fete – Saturday 4th July 2015

<u>Committee Run Stalls</u>	<u>Committee Member or Volunteer</u>
Coconut Shy	Nick & Suzanne Francis
Bouncy Castle	Chris Price & Wife
Book & Toy Stall (incl DVD's & Puzzles)	Emily Tremain & Husband
Bottle Tombola	Helen Topping
Face Painting, Tattoos etc	Julie Daniel & Volunteers
Hook a Duck	Mrs. Sinclair
Children's Fun Stall	Sara Springall
Gardening Club / Eco Warriors	Confirmed
Make a Difference Stall	Confirmed
Archery	To be confirmed
Teddy Tombola	Caroline Schmidt
Biscuit Decorating – Crayford Childrens Centre	To be confirmed
Church Stall	Confirmed
Lucky Dip	Julie Beard
<u>Stalls for Hire (£10 flat fee)</u>	
Jewellery	Mrs Drummond
Sweet Stall	Carla Lyons
Scarfs / Jewellery	To be confirmed
Crafts	To be confirmed
Skin Products	To be confirmed
<u>Food & Refreshments</u>	
BBQ	Liz & Stu Short
Refreshments (Teas, Coffees, Juices, cakes)	Teresa Brady & Jacqui Redpath
Beer/Sangria Tent	To be confirmed
Candy Floss	John Smedley - To be confirmed
Krispy Crème	School Council
Ice Cream Van	To be confirmed
Wrap/Nachos Stall	To be confirmed
Fruit Kebabs	To be confirmed
<u>Entertainment</u>	
Music & Compere	Mark Bradley
Raffle	Brownies – to be confirmed
Pro-Soccer Matches	To be confirmed
Hollywood Dance	To be confirmed
Irish Dancing	To be confirmed