

# **ST. JOSEPH'S PTA**

**Minutes – Wednesday 17<sup>th</sup> June 2015**

The meeting commenced at 7.00pm in the school hall.

## **Present:**

Susie Spinks (Chair)	Nick Francis
Liz Short (Secretary)	John Smedley (Vice Chair)
Julie Beard (Treasurer)	Wendy Rose
Mrs Sinclair (President)	Julie Daniel
Helen Topping	Chris Price
Caroline Schmidt	Tracey Cormack

## **Apologies:**

Clare Churchill (Staff)	Mark Bradley
Teresa Brady (Staff)	Tinu Oladipupo
Jacqui Redpath (Staff)	Tope Oso
Emily Tremain (Staff)	Tom Boshell
Maria Ferrari	Suzanne Francis

## **Welcome:**

All members signed in and apologies given.  
Minutes from previous meeting agreed – still to be signed.

## **Old Business:**

### **School Disco:**

The Committee agreed the disco was once again enjoyed by all and thanked Mr. Bradley for all his efforts. £458 profit from this event.

## **New Business/Updates:**

### **Summer Fete:**

### **Advertising:**

Caroline and Tracey both confirmed they would come into the school on Friday morning to put posters up. Julie Beard suggested a facebook page but it was agreed that as Committee members had a copy of the poster by e-mail, they could advertise on Facebook individually.

Liz confirmed letter to parents was prepared and ready to go out. Mrs Sinclair to ask Mrs. Brady & Mrs. Tremain to put out and collect black bin for fete donations.

Liz confirmed she would forward copies of the poster and panto letters to be distributed to new reception parents.

St. Mary's Playgroup made a request for the school to distribute copies of their posters for their fete (the week before St. Joseph's) but the Committee agreed that due to the volume of work, the school office would not be able to accommodate this request but the Committee agreed it would be happy to display a copy of their poster on the school noticeboard.

Liz confirmed she would be sending a final reminder to volunteers nearer the date and to also remind volunteers to bring gazebos if they have one. School hall will open on Friday night for volunteers to leave fete items.

### **Raffle Update:**

Prizes so far confirmed as Pantomime Tickets, Moet Champagne, Horse Riding Voucher, Family Day Passes to Leeds Castle, Godstone Farm & Kent Life, Shellac Manicure, 4 Ball Golf Voucher from Barnehurst Golf Club. Smileyark also confirmed a donation of Theatre Tickets but awaiting receipt of these.

Mrs. Sinclair confirmed she would make a request for the school governors to sell raffle tickets at the entrance. Julie Beard confirmed she would collect raffle money from office and leave raffle bucket in the hall on Friday before fete.

### **Barclays Matching:**

Confirmed.

### **Stalls for Hire:**

As attached.

A request received from 'Leaders are Readers – Supplementary Schooling' but the Committee declined to their attendance.

### **Entertainment:**

Suzanne requested a time slot of 11.30am for McSloy Irish Dancing and the Committee agreed this would be fine. No other entertainment booked as yet. Julie Daniel confirmed she would see if En-Pointe could attend although it was very late notice. Mark to confirm whether he will be playing an acoustic set.

### **Emergency Services:**

Police confirmed they would be bringing motorbike and CCTV van.

Wendy suggested St. John's Ambulance may be able to attend as long as they could fundraise. The Committee agreed.

### **Ground Plan:**

Nick confirmed he would prepare. Liz to send a final list of stalls etc when finalized.

### **Risk Assessment:**

Susie confirmed she would complete.

### **Stalls:**

As attached.

### **Bouncy Castle**

Confirmed. Susie to pay in cash at the end of the fete (not before!).

### **Facepainting / Tattoos etc**

Julie Daniel confirmed she had Ruth, Gemma and Helen helping and Mrs. Sinclair confirmed they could have the junior playground event canopy for their stall.

### **Ice Cream Van**

Confirmed. Susie to collect £50 on the day.

### **Church Stall**

Caroline suggested the church may not have enough volunteers to run a stall but would suggest a donation. To be confirmed. The Church has requested whether they could sell their Grand Draw Raffle Tickets at the school fete and make the draw there. The Committee agreed the church were not allowed to sell at the fete as the PTA were running their own raffle but was happy for the church to draw their prize winners at the end of the fete.

### **Refreshments**

Caroline confirmed she can donate 200 soft drinks; water, coke, diet coke

### **Candy Foss**

John confirmed he is happy to run stall. He will bring along extension lead, sugar and jug for water.

### **Filming of School Production:**

Susie confirmed a letter would go out as Suzanne has managed to secure a cameraman. 30 DVD's need to be sold in order to be viable.

### **School Leavers Yearbooks:**

Wendy confirmed these had been completed apart from one more group photo. Helen confirmed she would take over this task next year and will start in May 2016. The estimated delivery for the yearbooks was 3<sup>rd</sup> July 2015.

### **Ice Lolly Friday:**

£68.30 made the first week and £44.42 profit the second week. The Committee agreed this appeared to be very popular and thanked the volunteers for their help.

**PJ Day:**

To be confirmed – possibly before the October half term.

**Panto:**

217 tickets sold so far.

**Storage:**

Mrs. Sinclair obtained three quotations for the concrete base for a PTA shed as follows: £845, £1,840 and £750. The Committee agreed that Mrs. Sinclair should book the builders to put the base down but in the meantime, Nick confirmed he would look if the shed selected was suitable. Helen suggested a shed from Cosco and would price one up.

**Any other business / suggestions:**

**Date of Next Meeting:**

Tuesday 22<sup>nd</sup> September 2015

Liz Short (Secretary)

Date: 19<sup>th</sup> June 2015

**Minutes Approved by the Chair**

..... **Susie Spinks**

## Summer Fete – Saturday 4<sup>th</sup> July 2015

<b><u>Committee Run Stalls</u></b>	<b><u>Committee Member or Volunteer</u></b>
Coconut Shy	Nick & Suzanne Francis
Bouncy Castle	Chris Price
Book & Toy Stall (incl DVD's & Puzzles)	Emily Tremain & Husband
Bottle Tombola	Helen Topping
Face Painting, Tattoos etc	Julie Daniels plus 4 volunteers
Hook a Duck	Mrs. Sinclair
Children's Fun Stall	Sara Springall
Gardening Club / Eco Warriors	To be confirmed
Make a difference	Confirmed
Lucky Dip	Julie Beard
Archery	Volunteer to be confirmed
Teddy Tombola	Caroline Schmidt
Biscuit Decorating – Crayford Childrens Centre	Confirmed
Tombola Stall - Church	Confirmed
Money Tree	Imelda Ryan
Sand in a Cup	Volunteer to be Confirmed
<b><u>Stalls for Hire (£10 flat fee)</u></b>	
Jewellery	Mrs Drummond
Sweet Stall	Carla Lyons
Sparkle Me (scarf's & jewellery)	Catherine
Skin Products	Barbara
Redmonds Reflections	Lorraine
<b><u>Food &amp; Refreshments</u></b>	
BBQ	Liz & Stu Short
Refreshments (Teas, Coffees, Juices, cakes)	Teresa Brady & Jacqui Redpath
Beer/Sangria Tent	Pete & Scott
Candy Floss	John Smedley
Krispy Crème	School Council
Ice Cream Van	Confirmed
Crepe/Pancakes	Michelle McCann
<b><u>Entertainment</u></b>	
Music & Compere	Mark Bradley
Raffle	Confirmed
Pro-Soccer Matches	To be confirmed
McSloy Irish Dancing	Confirmed
Fire Engine	Confirmed