

## St. Joseph's PTA

Minutes from meeting - 7<sup>th</sup> March 2016 at 19:00

### Present:

Susie Spinks (Chair)  
Julie Beard (Treasurer)  
Rachael Hadley (Secretary)  
Chris Price (Secretary)  
Mrs Sinclair (President)  
Helen Topping  
Glenroy Elias  
Liz Short  
Theresa Bradey  
Jacqui Redpath  
Emily Roze

### Apologies:

Caroline Schmidt  
Suzanne Francis  
Tracey Cormack  
Nick Francis  
Emily Tremain  
Mark Bradley  
Craig Squirrel  
Clare Churchill  
John Smedley (Vice Chair)

The meeting commenced at 19:10

### Minutes from Previous Meeting 18<sup>th</sup> January

The Minutes were approved.

### Old Business:

#### Candy Floss Machine:

Liz explained that the candy floss machine can generate an income of c £70 on each use. The cost to purchase a new one would be between £125-£175. It was agreed that the PTA should look into viability of purchasing a new one and also explore alternatives. Julie to look into.

#### Popcorn Machine:

It was felt that popcorn sales could be a good source of revenue at school events. Machines can be purchased for approximately £70. However, Rachael noted that 3 kilo bags can be purchased for £11. This would avoid a significant initial outlay and negate maintenance and storage costs. It was agreed that Rahael would purchase bags of popcorn for sale at the school fete.

### New Business/Updates:

Bingo Night – The Bingo Night scheduled for 18<sup>th</sup> March has been postponed, as a compere could not be arranged in time. Other ideas including quiz night and music night were discussed but agreed to revisit at a later date.

School Disco – Date has been confirmed of Friday 29<sup>th</sup> April.

Chris to send out an email to DBS Clearanced PTA Members/volunteers to see who is available to help on the night. Chris and Rachael to prepare posters and letters for school office to send out just after Easter break (confirm w Mrs Heron). Liz to forward ticket templates to Chris/Rachael.

The Inflatable day – Date agreed Friday 20<sup>th</sup> May. Susie has researched a company providing a range of pricing options relating to number of inflatables hired. Company will need to undertake a site survey/risk assessment. Susie to arrange. Susie to also establish:

how much in addition the generators will cost

whether the company have undertaken other events at schools

whether there is any discount for a small 2-hour hire

whether they can offer a discount (or include for free) a hire for the school fete

whether they stay on-site or provide a response if there is any issue during the event

how to manage infants/juniors use of the inflatables

It was agreed that the event should start immediately after school at 15:15. Parents will be responsible for their children at all times and will therefore be required to stay on site. PTA will look to provide a stall selling refreshments including ice lollies.

Leavers Books – Helen Topping has a list of names of pupils and will ensure that all pupils are equally represented in the photos. It was agreed that pupils will complete the writing for their books after their SATS (Friday 13<sup>th</sup> May).

School Summer Fete – Date agreed Saturday 2<sup>nd</sup> July.

Sylvera dance school has been booked in to perform at 2pm already by Susie.

Rachael has notified local schools/playgroups of the date.

Mark Bradley has confirmed availability for music.

Susie to compile list of the stalls we hope to have available complete with details of staffing both confirmed and tbc.

Chris to email PTA members with request to confirm availability to assist.

Stalls for hire: There is opportunity for individuals to hire a stall space if they have businesses to promote. Rachael to follow up with previous stall holder(s).

Refreshments: TAs confirmed they will be staffing this stall. In 2015 a number of drinks were kindly donated by Richard Schmidt.

Beer Tent: Susie will apply for a licence, and will contact Michelle Soan re running the tent.

Book & Toy Stall: needs 2 volunteers, who will require to come into school to sort donations prior to date of fete.

Pro Futures Mrs Sinclair to check that they will attend.

Advertising: Chris to contact Michelle Soan to establish if her husband can assist with putting up the advertising w/c Mon 6 June

Ice Cream Van: Liz to arrange

Raffle: Liz to contact Chris and Rachael with details of what is required.

To be confirmed: dates to request donations of teddies/ soft toys, bottles, wrapped £1 gifts

**Pantomime** – This year’s production at The Orchard Theatre is Snow White and the seven Dwarfs. This has already been booked by Julie for **Sunday 11<sup>th</sup> December 2016** at 1700.

Agreed ticket sale price of £18.50 to include a free ice cream. Julie to arrange letter to parents in early May.

**Stage lighting** – Mr Heron has obtained three quotes for a lighting rig and control panel. These range from £3,400 + vat to £4,700 + vat. The PTA agreed that lighting would be a good long term investment, but that there are currently insufficient funds to purchase. Mrs Sinclair will try to establish whether there is any room for manoeuvre with the prices quoted, and the PTA will discuss this purchase again at the next meeting.

**PTA Roller Blind Info Board** – Rachael has sourced a provider for a weighted blind for outside use, with a price of £165. Julie to purchase. Rachael has also sourced some quotes on bunting, but this is proving more expensive than expected. She will forward proofs to Mrs Sinclair.

**Any Other Business:**

**Open day** for past staff, pupils, PTA etc. is on Tuesday 7<sup>th</sup> June at 1400. Secretary to send out an email to see who is available to help with refreshments etc. on the day. Mrs Sinclair to look into producing commemorative mugs as a possible souvenir fundraiser.

**Name-it Labels** – Glenroy suggested that the school might register with this label provider and thereby receive a commission whenever a parent orders labels. Glenroy to forward Mrs Sinclair details.

**Pop-up Circus**– Liz has looked into possibility of hiring a circus for a future fundraising event. It was agreed that this could be a good source of income as it would appeal to both children and parents. Similar events at Ruxley Manor are very popular. Cost would be £2k, so PTA would need to sell 500 tickets at £5 each to make a profit of £5. That would be across two performances of approx. 45 minutes. The PTA would also have the opportunity to sell refreshments. Liz to look into in more detail and discuss at next PTA.

**Easter Egg Hunt Dartford Park** – Rachael suggested that the PTA might want to consider having a stall at this event on Easter Saturday as a fundraiser. It was felt that given the date, and the other events taking place over the forthcoming months, this would be too much to commit to on this occasion.

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**The date for the next meeting is Monday 25<sup>th</sup> April at 1900**

Chris Price

Signed by Susie Spinks.....

Secretary.

Chair.