

St. Joseph's PTA

Minutes from meeting – 25th April 2016 at 19:00

Present:

Susie Spinks (Chair)
Julie Beard (Treasurer)
Rachael Hadley (Secretary)
Chris Price (Secretary)
John Smedley (Vice Chair)
Mrs Sinclair (President)
Helen Topping
Liz Short
Craig Squirrel
Clare Churchill
Theresa Brady
Jacqui Redpath
Emily Roze
Emily Tremain

Apologies:

Caroline Schmidt

The meeting commenced at 19:10

Minutes from Previous Meeting 7th March

The Minutes were approved.

Old Business:

Candy Floss Machine:

Susie confirmed that the Committee agreed not to purchase a new candy floss machine at the present time. The sweet stall at the fete will sell sweets and popcorn, possibly also pre-packaged candy floss.

School Disco:

Chris to send Mrs Heron a list of volunteers, in order to check DBS clearance and produce id.

TAs have kindly agreed to purchase and dispense soft drinks to children.

Julie to purchase sweets.

Mrs Sinclair to check if Risk Assessment form is required for school disco.

New Business/Updates:

Inflatables Event

After much discussion it was agreed to continue with preparations for this event, but acknowledged that sufficient committed volunteers were required in order for the event

to proceed. All PTA members to try to encourage other parents to help. It was agreed that

Minimum of 15 people, pref 20 required

2 people required to staff each of 5 inflatables at all times

1 person required to staff entrance at all times (more at initial opening)

2 people (minimum) to staff hot dog sales (Liz and Stuart confirmed)

2 people to sell tea, coffee, refreshments (TAs have confirmed they will do this)

Approx 35 children will be on inflatables at any time. Others will be queuing, buying refreshments

Mrs Sinclair to ask Governors and Teachers if anyone is available to help

Mrs Sinclair confirmed Mr Heron will prepare tables

Chris to purchase coloured wrist bands (one colour for infants, one for juniors)

Football classes that usually take place have been cancelled

Susie will produce flyers to be handed to children upon exit from school disco on Friday, promoting the inflatable event

Chris suggested high-vis vests for helpers so they can be identified easily by children and parents

Children must be accompanied by a responsible adult throughout the event

The event will be open to siblings/non-St-Joseph's children

A specific Inflatables Event Meeting/Briefing to take place Tuesday 10th May 7pm

Age limit of 12 years.

Leavers Books

Helen Topping is working on the books currently.

Pantomime

Julie to arrange letter to parents in early May.

Stage lighting

Mark Bradley has suggested some cheaper alternatives to the quotes received thus far.

Mrs Sinclair to discuss in more detail with Mark.

PTA Roller Blind Info Board

Rachael presented the new blind to the Committee. All felt it was exactly what was required and Mrs Sinclair thanked Rachael for arranging. 200 metres of bunting has also been ordered.

7th June Celebrations

Caroline Schmidt, Liz Short, Michaela Day, Renata Pratten and Helen Topping (tbc) available to assist with refreshments.

Ice Lolly Fridays

Commenced Friday 22nd April. 100 lollies sold (despite poor weather) creating a profit of c £55. Noted that more helpers are required to make this successful, as currently not enough Juniors parents are helping. It was suggested that if numbers of helpers are low then a single point of sale near the entrance would work. Mr Heron to ensure that tables are available ready for use.

School Summer Fete Saturday 2nd July

Alcohol Licence has been arranged. Susie to forward copy to Mrs Sinclair.
A Seaside theme has been agreed. Liz to look into arranging a Punch and Judy show.
Committee hopeful of securing Barclays matched funding but not confirmed as yet.
Richard Schmidt has agreed to donate quantities of soft drinks for the fete.
Some raffle prizes secured, more to confirm.

Any Other Business:

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.

The date for the next meeting is Tuesday 10th May at 1900 (this is specifically for the Inflatables Event planning)

Chris Price
Secretary.

Signed by Susie Spinks.....
Chair.