

**MINUTES OF PTA MEETING ON THURSDAY 18<sup>th</sup> APRIL 2013 AT 7.00PM**

			<b>Action</b>
<b>1</b>	<b>Present</b>	Angela Wells, Lucy Ford, Karen Brooks, Su Shillum, Hina Varia, Miss Corderoy, Viv Lawler, Alison Devlin, Helen Cantas, Anthony Oxford, Louise Billingham, Miriam Faulkner	
<b>2</b>	<b>Apologies</b>	Nicky Beaven, Caroline Powel, Sharon Fealy, Helen Wiseall, Scot Shillum, Jo Hennessey	
<b>3</b>	<b>Previous Minutes</b>	Previous minutes were agreed. Miss Corderoy confirmed that we could send the minutes to Sharon in the office to be circulated to the whole school and to be added to the school website.	SF
<b>4</b>	<b>First Aid Course</b>	First aid (aimed at children) training night is the 1st of May 7.30 to 9.30, fifteen people have booked so far. Need min 15 max 24 for the course to run. Miss Corderoy to advertise the course to the teaching staff and in the teaching staff room. We will do a poster with a big red cross (Karen Brooks) to help promote it. Hina suggested putting through local letter boxes, Angela has a letter ready for local residents and it is on there too.	LC KB AW
<b>5</b>	<b>Bootsale</b>	<p>Angie Torrance will notify local police about the event. Karen Brooks will do a risk assessment. Karen has advertised the event on netmums and in the Yellow Advertiser and the Recorder.</p> <p>Boot sale will open at 8.00 for sellers and finish at 1.00 (no entry for sellers after 9.30). Toilets will be available in the Zone. We will need 13 to 15 people to volunteer to help on the day. It was suggested that we put the board out to ask for volunteers, including:</p> <ul style="list-style-type: none"> <li>• 2 people on gates checking booking and taking money from non pre paid people</li> <li>• 2 Marshalls to lead in cars</li> </ul> <p>Viv has offered to manage the cakes/refreshments/school uniform sale (slices of cake for sale and then if any left can sell whole ones off) in the Zone (disposable cups to take out, mugs if you eat in)</p> <p>We will need to do a car plan of where to park people.</p> <p>People who have already volunteered are:</p> <p>Helen Cantas Miriam Faulkner Nicky Beaven Anthony Oxford Ruby Froud to be first aider Jenny Ferrier Cook – tombola (Angela to check exactly what she wants to do) Angela Wells Miss Corderoy Viv Lawler Mr Billingham will help (bacon butties?)</p> <p>Miss Corderoy text out asking for any nice, unwanted things for prizes for</p>	<p>AT KB</p> <p>VL</p> <p>HC MF NB AO RF JFC AW LC VL Mr B</p> <p>LC</p>

		<p>tombola prizes.</p> <p>Children are parents responsibility at all times but can play on grounds.</p> <p>Banners – Stephens’ farm will put a banner up three weeks before on the fence next to the round about. Camset printers will do banners for approximately £20. Karen to sort out a design for the banner. Angela to get A6 flyers to print off and give to all PTA members to leaflet their street.</p> <p>Anthony Oxford and Sue S will be over at Barleylands this weekend so will take flyers for the car boot and the shops.</p> <p>Sue advised that she is still waiting for Quirks to finalise the advertising boards, she will chase them. If we only have 3 and can’t move them, then put them on Nevendon Road and London Road.</p> <p>Angela suggested sharing the flyers with other schools free of charge. Sue has a list of all the schools head of receptions so we can contact them directly. Angela will ask Wickford Extended Services to put it on their events section on line. Also Sue to take some leaflets to the CLC.</p> <p>Sue Oxford-Humphries to see if she can match fund the inflatable day.</p> <p>Angela advised that she has found bacon at £7.99 for a pack of 40 rashers from Clarks (if too much, can freeze and use on inflatable day). Get 8 packs. Need ketchup. Caroline Powell’s Dad provides buns for inflatable day, need to see if he can provide them for the bootsale.</p>	<p>KB, AW</p> <p>AO, SS</p> <p>SS</p> <p>AW, SS</p> <p>AW SS</p> <p>SO-H</p> <p>AW</p>
<b>6</b>	<b>Pamper Night</b>	<p>Sue advised that the therapist and stalls were asked to give in cheques before the end of the financial year.</p> <p>Generally, we are well ahead with just a few stalls left to fill.</p> <p>Lucy looking for stalls who sell cheeses, olives, coffee, chocolates – Jo Osang will do cupcakes, Christmas puddings and cakes. Miriam to contact Refresh to see if they would be interested in a stall in the food hall with a range of their food including finger food with children in mind (8year olds)</p> <p>Hina to contact Natascia to see if the deli (Dandelion) she sold the business to could do the cheese.</p> <p>Krunchy Karrot will be taking bookings for Christmas trees, veg, wreaths, chutneys</p> <p>Sue Oxford-Humphries can do reflexology, massage is available as a therapist if needed.</p> <p>Volunteers required:</p> <p>2 Grange mums who can do nail painting for the children £1.50 - £2.00 – Louise Billingham, Hillary See have volunteered.</p> <p>Miss Corderoy can do face painting if required.</p> <p>Sue to ask Lauren Newton if she can do the girls hair – to have a think about Viv will do the raffle which will have a tree, grand Christmas draw, hopefully at least 10 really good prizes, cake donated by Miss Corderoy (fairtrade) and Marie (Bens mum) will decorated it, need to get a turkey, looking at getting</p>	<p>LF, JO MF</p> <p>HV</p> <p>LB, HS</p> <p>SS VL LC M?</p>

		<p>a bike, parents to donate stuff and may do a shopping trolley (borrowed not stolen!) depending what is donated, ask if Bromfords would donate Gym membership, and other gifts for example panto tickets, Barleylands Christmas experience voucher, Marsh Farm family pass. Also need to approach Alpha Gardens and the businesses there for prizes.</p> <p>Tickets will be available from inflatable day where people will have to pay for ticket and treatments in advance to minimise the bottle neck at the booking table on the night.</p>	
<b>7</b>	<b>Treasurers Update</b>	<p>Lucy submitted her report (see below) and reported that the balance in the PTA account is £7,500.</p> <p>Money raised from Easy Fundraising is going well. Lucy to talk to Mandy Vince about setting up Easy Search on the school site. Also need to have a look at settings to see that everyone's searches are being registered.</p> <p>The PTA has now qualified for Gift Aid, so we can claim for the iPod purchases and the Easy Fundraising donations (there is a form somewhere that people can sign to say whenever they donate, they want to give the Gift Aid).</p>	LF
<b>8</b>	<b>And the winner is...</b>	Lauren Bayard from Maple Class won the thank you card competition.	
<b>9</b>	<b>Wish List</b>	<p>Miss Corderoy asked the PTA to pay for the Year Six Bowling trip, which was agreed.</p> <p>The 'Big Project' that the PTA funds will be going to is the re designing of the itc suite as a Multi Function IT Zone. Miss Corderoy is currently looking at getting some design ideas.</p> <p>It was suggested that we consider giving a donation to the CLC, which was agreed in principle.</p> <p>Miss Corderoy thanked and congratulated the PTA for all the fundraising.</p>	LC
<b>10</b>	<b>Family Disco</b>	<p>Halloween falls into half term so won't do a Halloween themed disco. We hope to run it on Sat 19<sup>th</sup> October with a Bollywood theme (early Diwali celebrations which is on Sunday 3<sup>rd</sup> November).</p> <p>Encourage parents to come do a curry night, Miriam to ask Ziggy Zoo to do a VDJ with a Bollywood theme in the school hall. Bring your own drink, buffet style Indian food which, possibly, parents could sign up to learn who to cook with Hina during the day – come and pay (Miss Corderoy said we can use the school kitchen). Possibly also have a Sari dress up area and offer hena/temporary tattoos for a small price.</p>	MF HV
<b>11</b>	<b>AOB</b>		
	<b>Inflatable Day</b>	Mr Billingham has volunteered to be on food duty.	Mr B
	<b>Name Labels</b>	Lucy has sourced a company who do stick on name labels called Label Planet. They are giving us 5 new "stickins" for each child - more details to follow in due course. We want to include the new intake in our offer so	LF

	<p><b>Yarn Bombing</b></p> <p>hence why we are not launching it yet that we can sell through the school to help raise funds. More</p> <p>The Yarn Bombing will be going up on the 17<sup>th</sup> of June in time for the Celebration Day. If anyone is free on Monday lunch times between 12.30 and 13.30 please come and help with the knitting club.</p> <p>Miss Corderoy will send a text message out about the In 2 Crafting Knit and Natter sessions (Miriam to advise Miss Corderoy of the details).</p>	LC
	<p><b>Film Night</b></p> <p>It was agreed to look at older films for future, many younger children haven't seen some of the 'classics' as Disney hold them back from general release. Wreck it Ralph out on 3rd June, Hillary will purchase this on behalf of the PTA. It was decided not to book a film night for the time being as there is a lot going on in the school calendar.</p>	HS
	<p><b>Multi Events</b></p> <p>We will consider multi event evenings/Saturdays where people can come and scoot and play in the grounds and bring a picnic.</p> <p>Date of next meeting: Thursday 16th May @7pm</p>	
<b>12</b>	<b>Date of Next Meeting</b>	Thursday 16 <sup>th</sup> May 2013 at 7pm

## Treasurer's Report



Since September you have helped raise .....

Barn Dance £159.73  
Christmas Cards/gifts sales £141.02  
Bag to School (Blue Bags) June Collection £211  
October Film Night £328.89  
CD Plant Sell £28 (spent on plants for school)  
November Film Night £433  
Christmas Wreaths £22.80  
2nd Hand Uniform Sale (November) £70.50  
Christmas Tree Sales £65  
Bag to School (Blue Bags) October collection £135  
Co op Chelmsford Star £90  
Pamper Night (February) £2137  
February Film Night £350  
Easy Fundraising Quarter 1 (Oct-Dec) £127  
2nd Hand Uniform Sale (March) £31  
Quiz Night (March) £447



Since September we have spent/funded .....

Class Funding 11x£200 £2200  
£2 per child subsidy £624  
Lottery Licence, Film Licence and PTA membership £180.80  
Art Canvases £223.33  
Dolls House £200  
Christmas Parties £320  
Visiting Pantomime £285  
  
Total £4033.13