

Echelford PTA Meeting Minutes

Friday 8th March 2019

9am

Echelford Community Room

Attendees: Alison Cornwell (Co-Chair), Danny Blackwell (Co-Chair), Catherine Cook (Secretary), Lauren McBride (Treasurer), Maria Houghton, Stacy Apps, Miss Code.

Apologies: Livia Maddison.

Agenda Item 1: **Update from Last Events**

Year 3 & 4 Quiz Night – loss

Alison confirmed that the event was very popular, and feedback from both children and teachers was positive. Tickets were priced at £2 only, which meant the event generated a loss, but due to its success we intend to increase prices for this event (and the Year 5 & 6 quiz night) next year.

Year 2 Cake Sale - £134.52 profit

A decent amount was raised on 8th February, in spite of the pouring rain!

Speaker Night – loss of £50

Zoe Braidford was not present at the meeting, but the evening was well attended, with around 45 people turning up to listen to Emily Gaunt. Although a loss was made, it was felt that proceeding with the session was worthwhile as parents found the evening informative and helpful. Due to time constraints, Emily was unable to cover all topics requested, so Miss Code is speaking to Miss Redman and Mrs Devonport to see about hosting a session for Year 6 parents to assist with the transition from Year 6 to secondary school (the children already receive help during school time with this).

Year 1 & 2 Magical Event – £ 70 profit

81 children attended, and sticking to Year 1 and 2 (and not opening the event to Reception) was a good move.

Coin Fundraiser

Catherine is still to pay in the coins to the bank and therefore the totals for each house has not been confirmed yet.

Miss Code is to speak with Ms Kober to come up with a reward for winning house.

Agenda Item 2: **Upcoming Events**

Year 3 Cake Sale

Catherine to remind Year 3 class reps to organise helpers to collect, set up and sell cakes on 15th March.

Quiz Night (26th April)

Lead: Catherine Cook

MissCode to check again if Mr Lockyer is able to host again. Catherine to source items for a raffle and find a couple of other games to run during the evening.

Catherine has spoken to Explore Learning to Staines who were willing to the sponsor the event and provide a prize, but they were offering a discounted rate on a tutoring session for one child, and Catherine has asked them to provide some that can benefit up to eight families instead. Tickets will be £5 with BYO (minimal or no nibbles provided this time), entry forms to be included in newsletter going out on 15th March (to give 3 weeks to return before Easter holidays).

International Event (24th May)

Lead: TBC

This will take place from 5:30-7:30pm and will be a Family Bingo Night (open to all year groups) with an international theme. Suggestions were to have perhaps six

rounds with the numbers called out in different languages (French, Danish, Spanish, Italian, Polish, Portuguese, etc).

Decisions need to be made around pricing, game formats (line, 2 lines, full house?), food/snack options and prizes (cinema or restaurant vouchers or similar may be suitable – Costco?)

Miss Code will hopefully source a bingo wheel, and Lauren will look into obtaining books and dobbers, etc.

Race For Life (7th June)

Lead: Alison Cornwell

The school are still to confirm if this event can go ahead.

As Race for Life is run in conjunction with Tesco, Alison has been in touch with Lauren Pusey at Tesco Sunbury to sponsor the event. Catherine is to prepare a letter to Tesco asking them to provide all refreshments (which they have said they would).

Sports Day (18th June)

Lead: TBC

The school have agreed that the PTA can sell refreshments (cold drinks, fruit, ice lollies) across the whole of sports day on Tuesday 18th June. Alison thinks that Waitrose would be able to supply fruit, and a request letter will be prepared nearer the time.

Need to look at timings for selling to ensure all those manning the stall get to see their children participate too.

Agenda Item 3:

Summer Fair (28th June)

Lead: TBC

Alison has booked the catering van and the fairground rides.

Catherine is to contact Swans to provide advertising boards again, approach DJs to see how much they would charge, send out letters asking for raffle donations and arrange raffle ticket printing.

Miss Code to ask Miss Redman if she can paint faces again.

For external stalls, Catherine will include text in a future newsletter asking for anyone wanting to run a stall to send their details for the PTA email address.

Agenda Item 4:

Panto (30th November)

Lead: Alison Cornwell

Alison had been in touch with the Panto people to get prices - £1,564 plus VAT (£1,876.80) for 2 shows on Saturday 30th November. If we sell tickets at £7 and aim for 200 per show, that's a profit of £924. We would also sell refreshments. Alison to follow up and book the shows for 30th November.

Agenda Item 5:

Year 6 Leavers

Jumpers and Books

Lead: Sharon Hazell

Ongoing planning for the Year 6 Leavers jumpers and yearbooks. Sharon is continuing to collect forms from parents ordering jumpers.

End of SATS event (17th May)

Lead: TBC

Still trying to decide on an event for Year 6 to celebrate the end of SATS on 17th May. Miss Code to check with Mrs Davenport and other Year 6 teachers for ideas and possibly to ask the Year 6 children.

Year 6 Production (10th and 11th July)

We have had no feedback or equipment suggestions to improve sound on the stage, so Catherine to ask Class Reps to email parents to see if anyone has any direct experience or can put us in touch with someone who has.

Agenda Item 6:

Things for PTA

Gazebos: discussed ordering six 3 x 3 gazebos (preferably blue in colour), not necessarily with sides, plus an extra 8 weights for the existing 2 gazebos. Can use these at the Summer Fair, cake sales, sports day, race for life, etc. Maria to research and Catherine to purchase.

Label printer: Catherine to order Cricut Peacock Blue Explore Air 2 Starter Bundle from Hobbycraft using 20% discount voucher (£207.20 instead of £259). This will be used to create designs on bottles/baubles/other materials, t-shirts etc to sell at school events or give as prizes to the children.

Lanyards: Catherine to look at ordering around 10 Echelford PTA lanyards and tags for identity PTA members at events and avoid having to keep using the office clip on tags.

Agenda Item 6:

pta-events.co.uk

This website can be used for cashless ticketing (1.75% transaction fee, 4pm for £2.50). Decision to go ahead and absorb costs since it would make it easier for parents to pay and also avoid the PTA having to collect cash (though would still offer cash payment alongside). Alison to follow up with setting up, and we will offer the option to pay for the quiz night using this (if set up).

Agenda Item 7:

Any Other Business

Library Update

Miss Code confirmed the library has still not had an official opening.

Accounts

Lauren has retrieved the PTA accounts from Neetu. She is to check with Metro Bank for the banking options they can offer as we would like to switch PTA accounts from NatWest, and also needs to remove Neetu and add Alison and Danny as signatories on the account. Also should look at getting the accounts independently audited before we proceed with charity application.

Second Hand Uniform

Much of the second hand uniform that had been donated over the last couple of years was recycled as it was either unbranded or the old logo. Plan is to check with Mrs Baker how much has been collected since and look at setting up a second hand uniform stall in the summer term.

New Reception Pack

Catherine is to put together a PTA pack to be given out to new Reception parents – will include details of summer fair and quiz night. Miss Code will confirm the date to hold the Teddy Bear's Picnic on the afternoon of reception's first day.

Next meeting date

Next meeting confirmed for Wednesday 1st May at 9am in the Community Room.