



## PTA Meeting Minutes – Stamford Green, 11.01.2023 at 8.00pm, The Cricketers Pub

Attendance	Apologies
Claire Trower	Hannah Coxon
Tracey Murrell	Georgina Trehame
Leigh-Ann Herman	George Preston
Hannah Smith	Anne-Marie Carlin
Sarah Smith	Shelley Illingworth
Sarah Aldridge	Elle Vellacott
Louise Dennis	Kim Hull
Emily Hogg	Matt Tarrant
Louise Druce	Christine Sillet

		Actions
1. Welcome	Sarah Smith	
2. Apologies	As per above	
3. AGM minutes to approve	Minutes reviewed and approved by committee in attendance <b>One action outstanding</b> – Poster to show where PTA fundraising goes and what it has contributed to in the past such as the library, the all weather pitch and the Crinkle Crag Climber. Sarah Smith to speak to the person who has designed posters in the past for events.	SS
4. Review of minutes 16.11.22	Actions from those minutes: <ul style="list-style-type: none"> <li>Spreadsheet for fireworks evening details is updated, just need to load to drop box. Can password be shared with committee please?</li> </ul>	AMC
5. PTA Financial update	Winter Wonderland, Christmas Tree sales, Wreath making evening, xmas pudding sales, second hand uniform. <b>TOTALS:</b> Income: £8,945.15 Expenditure: £3,818.74 Net: £5,126.41 See appendix for detail on each event. Matt needs the invoice for the Christmas trees.  Opening of Metro Bank account we need the following in order to open: <ol style="list-style-type: none"> <li>Club/society/association: Minutes of the Meeting and constitution documents. If there</li> </ol>	AMC

	<p>are no Constitution documents available, a letter on headed paper confirming the same information is acceptable.</p> <ol style="list-style-type: none"> <li>2. Minutes of the Meeting need to confirm: <ol style="list-style-type: none"> <li>a) An account is to be opened with Metro Bank in the name of the organisation</li> <li>b) Who your organisation's key officials are (chairperson/treasurer/secretary)</li> <li>c) Who the signatories of the account will be, and the signing rules for the account.</li> </ol> </li> <li>3. ID for the following <ol style="list-style-type: none"> <li>a) A minimum of two key officials (where two or more exist), i.e. chairperson, treasurer or secretary as listed in the Minutes of the Meeting</li> <li>b) If only one key official exists, only that individual will need to be identified.</li> </ol> </li> </ol> <ul style="list-style-type: none"> <li>• It was agreed by all participants that we go ahead with opening the account with Metro Bank.</li> </ul>	MT
6. Debrief of recent events	<p><b>Winter Wonderland</b></p> <ul style="list-style-type: none"> <li>• Suggestion to separate alcohol and non-alcoholic bottles so children get a non-alcoholic bottle. Two rooms for the bottle tombola are needed.</li> <li>• There was a huge queue for Father Christmas and collection of prizes. In future have two options, one queue to see Father Christmas and collect prize and another to collect prizes without a seeing Father Christmas.</li> <li>• Bar needed more volunteers. LAH suggested 1 committee person per stall to run for the evening – means there is continuity. One person knows the full detail, how to use the sumup, where any extra supplies are kept etc.</li> <li>• Sausages were frozen – in blocks which made separation difficult.</li> <li>• Needed more volunteers for clean up.</li> <li>• Perhaps put a call out on line if necessary.</li> <li>• Need to prepare more a head a time, comms, calls for volunteers etc.</li> </ul> <p>In general, it went well. A good profit made. Thank you to everyone involved.</p>	AMC/SS

	<p><b>Christmas Puddings</b></p> <ul style="list-style-type: none"> <li>• 96 sold, Vicki did really well with organising and coordinating the whole thing. LDen to catch up with her and see if she can continue to do it next year. The competition had a lot more categories and prizes, which engaged the children.</li> </ul> <p><b>Father Christmas letters</b></p> <ul style="list-style-type: none"> <li>• One child's letter was not identifiable. Not all letters were easy to identify the class or the name of the child.</li> <li>• There was a suggestion of a template each child could fill in and check boxes. LD showed an example of a Centre Parcs option. Rachel Daulton could be approached to put together an appropriate template.</li> <li>• All the volunteers said they enjoyed the task and would be happy to do it next year. Thank you to all the elves that helped with over 250 letters.</li> </ul> <p><b>Christmas Trees</b></p> <ul style="list-style-type: none"> <li>• Invoice still to be received by Treasurer.</li> <li>• Comms for tree options needs to go out a lot sooner.</li> <li>• Need one person to co ordinate tree distribution on the day.</li> </ul> <p><b>How do we communicate achievements?</b></p> <ul style="list-style-type: none"> <li>• Louise Dr to speak to Louise Den regarding newsletter detail. Can we have 3 bullet points in each NL? Coloured box as per the weekly information?</li> </ul>	<p>LDen</p> <p>TM</p> <p>Who?</p> <p>LDr</p>
<p>7. Next events – Spring 1</p>	<ul style="list-style-type: none"> <li>• <b>Crazy hair day</b>, Friday 20<sup>th</sup> Jan. Cash donations at the gate. Couple of volunteers will be on hand to help do hair of kids who forget, if they want it.</li> <li>• <b>Smartie Challenge Friday 03.02 – 24.02</b> Need volunteer to sort smarties into class boxes Volunteer to source an sort allergy compliant alternative An option to donate directly via bank transfer as an alternative to cash will be put in the letter. <b>ACTION:</b> A-M to check with Bookers to see if they will donate smarties.</li> <li>• <b>Wine tasting 4<sup>th</sup> Feb</b> It was agreed the price per ticket would be £20 7:30-10pm. Set up from 6:30pm Event form to be filled in by Tracey</li> </ul>	<p>GP</p> <p>LDr</p> <p>AMC</p>

	<p>TM to check if bottles of the wines tasted could be purchased on the night. Sarah x 2 have volunteered to help on the evening with set up etc.</p>	TM
	<ul style="list-style-type: none"> <li>• <b>Cushion clubs</b> DfE guidance was checked as to whether a DBS person needs to be present. We agreed to err on the side of caution and make sure a DBS checked person and first aid trained person is present on the premises whilst the event is taking place. Leigh Ann and Hannah, Louise Den and Louise Dr to run 2 separate dates. 60 max kids for the first one with the option to increase if feasible for the second. Film with 20 mins break in the middle Current SG kids only Y1-Y6 Dates to be agreed by event organisers <b>ACTION:</b> Louise Dr to draft a letter</li> </ul>	LDr
8. Next events - Spring 2	<b>Quiz night</b> , no date set yet but usually March Matt to shadow Darren for handover?	TBC
	<b>Easter Disco</b> – 23rd March. All in hand	
	<b>Sunflowers</b> – succession plan for handover. Insert this need into the next newsletter.	LDr
	<b>Easter Challenge</b> – George and Shelly – all in hand	
	<b>Easter raffle</b> - £1 per ticket. On line. Drawn 29 <sup>th</sup> . Need to advertise nearer the time.	LAH
9. Summer term 2	<p><b>Outdoor theatre or outdoor cinema event in Summer 2</b></p> <ul style="list-style-type: none"> <li>• Could the panto company do an outdoor performance?</li> <li>• Kylie has arranged this in the past – Emily to contact her for details and contact companies to see what is possible.</li> </ul>	EH
10. AOB	<p><b>Costume hire suggestion</b></p> <ul style="list-style-type: none"> <li>• Where would they be stored?</li> <li>• Tried to sell costumes at one of the events in the past and it wasn't a huge success. Maybe a hire option would work better? Food for thought.</li> </ul> <p>➤ Colour run comms to come out after Easter</p> <p>➤ Crinkle Cragg Climber – willow maze going in.</p> <p>➤ Mr Briggs and Mr Evans proposed building a on the Path of Adventures and plans were shared. £7K cost – next project after Crinkle Cragg Climber was agreed.</p> <p>➤ A lot of popups are coming up on the PTA events web page. Could a sponsor be found for our page and would this reduce pop ups?</p>	LDen

Next meeting 21.02.2023, Cricketers Pub at 8.00pm.