



**PTA Minutes – The Blenheim Pub, 16 November 2022 at 8.00pm**

Attendance	Apologies
Anne-Marie Carlin	Hannah Coxon
Tracey Murrell	Georgina Trehame
Leigh-Ann Herman	Louise Dennis
George Preston	Claire Trower
Shelley Illinworth	
Sarah Smith	
Elle Vallacott	
Sarah Aldridge	
Kim Hull	

1. Welcome and introductions	Welcome Matt Tarrant – New Treasurer
2. Apologies	As per above
3. AGM minutes to approve	Roll over to next meeting
4. New treasurer introduction and PTA Financial update	<ul style="list-style-type: none"> <li>• Matt Tarrant will take over from Claire from 1<sup>st</sup> Dec when we change over to Metro Bank</li> <li>• Claire on hols 6/12 - 9/12.</li> <li>• Fireworks net profit £9043 not including cash as this still needs to be counted. Includes the cost of the fireworks.</li> </ul> <p><b>ACTION:</b> Sarah to check 'best practice' on Parent Kind as to guidance on what needs to be tabled at meetings regarding finances.</p>
5. Debrief of recent events	<p><b>Fireworks</b></p> <ul style="list-style-type: none"> <li>• Display of fireworks is 6.30pm rather than 7.00pm – better timing for those with young children.</li> <li>• Sold ~1500 tickets.</li> <li>• Louise Dennis to get tokens printed for BBQ pre-order. Put in bookbags. Need a team to do this.</li> <li>• Pre-orders on the BBQ went well. Reduced waste.</li> <li>• Cash payments went well – push for this for future events. Need new Sumup machines. Need to be higher spec so no app is needed for volunteers. They will be independent of each other so no cross over issues.</li> <li>• Provisional booking for next year 3<sup>rd</sup> Nov. Keep the date as close to actual Guy Fawkes rather</li> </ul>

	<p>than the week later as per this year. Had a complaint about it being on Remembrance Day this year.</p> <ul style="list-style-type: none"> <li>• Note: don't need as many volunteers on the bar at 5pm, it gets busier from 5:30/6pm.</li> <li>• One BBQ is broken. Will need to replace it. Kim suggested hiring BBQs in future?</li> <li>• Lighting also needs to be improved. Previous lights bought may need replacing.</li> <li>• Real Ale was a big hit drinks wise.</li> <li>• A couple of boxes of 'glow' toys left over – sell at winter wonderland maybe?</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Excel ordering spreadsheet updated by Kim/Shelly/Elle to detail on what was sold and returned. Spreadsheet to be saved in dropbox.</li> <li>• Dropbox password to be circulated in the minutes?</li> </ul>
6. Up and coming events	<p><b>Wreath making</b> – sold out. Photos of event to be loaded during the evening</p> <p><b>Winter Wonderland 02/12/2022.</b></p> <ul style="list-style-type: none"> <li>• Tickets go live this week. The team has this all in hand.</li> <li>• Pre order BBQ again.</li> <li>• Chocolate tombola always an issue with kids missing out. Children will be spoken to at assembly about being kind/taking turns etc.</li> <li>• Event will be extended to finish at 6.30pm rather than 6.00pm.</li> <li>• No sellotape or blue tack in Library/Grotto. Matting will be put down to reduce mess.</li> </ul> <p><b>Cairds boards</b></p> <ul style="list-style-type: none"> <li>• Too late for Christmas, will do this for summer.</li> <li>• The amount for the boards has reduced to £250.</li> <li>• Need to get more volunteers.</li> <li>• Boards need to be up for at least a month.</li> </ul> <p><b>Christmas Puddings</b> – in hand.</p> <ul style="list-style-type: none"> <li>• Sold 59 so far, 36 remaining.</li> <li>• Need to push sales.</li> </ul> <p><b>Christmas trees</b></p> <ul style="list-style-type: none"> <li>• Harriet passed on a letter to Rebecca today regarding tree details.</li> <li>• Need a tree for each gate. Mrs Druce to select children to decorate.</li> </ul> <p><b>Silent Auction?</b> Decided not to go ahead due to lack of prizes.</p> <p><b>Father Christmas letters</b></p> <ul style="list-style-type: none"> <li>• Tracey to manage this.</li> <li>• Need to order red envelopes and recruit helpers.</li> <li>• Sarah happy to help stuff envelopes</li> </ul>
7. Events for Spring 1	<p><b>Cushion clubs</b> – decided a Saturday afternoon/evening would work best due to numerous bookings in the studio</p>

	<p>already during the week. A movie will be chosen and limited tickets would be sold. Open to all students.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Mrs Druce to see if we need at least one of the volunteers to be DBS checked.</li> <li>• Mrs Druce to also provide availability dates.</li> </ul>
	<b>Crazy hair day – 20<sup>th</sup> January</b>
	<b>Smarties Challenge</b> – 10 <sup>th</sup> Feb hand out smarties. Last year Bookers supplied the smarties. A-M to check if they will do this again
	<b>Wine tasting</b> – 4 <sup>th</sup> Feb. Tracey to provide further details at next meeting
8. Events for Spring 2	<b>Quiz night</b> , no date set yet but usually March
	<b>Easter Disco</b> – 23 <sup>rd</sup> March
	<b>Easter Raffle</b> - TBC
	<b>Easter Challenge</b> - TBC
	<b>Music Evening</b> – PTA to run the bar
	<b>Doughnut sales</b> – price of doughnuts have gone up due to rising costs, so this will be reviewed.
9. Any other business	<ul style="list-style-type: none"> <li>• PTA goals – short, medium and long term might need to be reviewed, as Mrs Druce mentioned that the PTA might be asked to pay for additional things due to rising costs and a decrease in funding. Items such as lucky dip prizes for the children etc. Mrs Druce and Anne-Marie to chat about how the PTA and school can work together for the children's benefit.</li> </ul>

Next meeting 11 January 2023 at 8.00pm at The Blenheim Pub.