**PTA Committee Meeting 3.30pm Thursday 20th April 2017**

**Attendees:** Andy Doyle**,** Vikki Derham, Hilary Priest, Sarah Skinner, Kellie Bishop, Jenny Rowe, Sophie Clark, Karen Jarvis, Ceri Goddard Rachel and Kiri Jeavons

**Absences**: Symon Rawles

**Resignations**: Nicola Pook

* **Finance**

*Statement*

Vikki issued a copy of ingoing’s/outgoings – will update at each meeting.

Current balance: £4962.83

Awaiting £230 cheque from DJ for refund and approximately £360 to be added from car parking.

*Procedure*

All money will be counted by two people and stored in the school safe until Vikki banks it. Rebecca and Sandy (not Fridays) can access the safe.

All events will be described with PTA at the front to avoid any confusion with separate school fundraising.

*Second account*

Information has been passed to Sandy. Is there any possibility of making any money from the school uniforms in the future?

*Subsidising school trips*

Agreed that at this time the PTA will stop subsidising school trips as it only reduces the cost by approximately £1 a child and it is felt that currently the money could be better used elsewhere. Subsiding could be reintroduced at a later date.

* **Summer Fair – Friday 7th July**

*Financial outgoings*

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| --- | --- |
| **Area** | **Budgeted expenditure** |
| Bar | £500 |
| BBQ | £100 including glasses |
| Raffle tickets | £100 |
| Sweets | £0 if Morrison’s can donate |
|  |  |

Vikki and Sarah will organise floats in labelled containers and produce breakdowns from each stall.

*Advertising*

Kath Grimshaw will produce.

*Layout*

Social and eating area blocking stairs, and craft and play areas. Kellie and Jenni will produce site plan and job allocation list.

*Bar*

Jenni has arranged licence for £21. Will ask local breweries for donations and Kellie will talk to Mel and Mark.

*BBQ*

Will be delivered with gas by Brandon Tool Hire (contact Sally Ann). Kellie will ask Hannah Cayless who has run it before for advice on quantities. Sarah is asking R.D Johns about donating burgers, sausages and rolls.

*Sweets, lollies and ice creams*

Kellie happy to make sweet cones to sell for 20p and 50p, Sarah enquiring about Morrison’s donating the sweets.

Kellie can get a freezer for ice creams and lollies to sell for 50p.

*Cake stall*

Could we contact the Totnes WI to ask for contributions to the cake stall?

*Music*

Yellow brick road by the music room – use for announcements, choir and orchestra. Andy will contact the Totnes band who are interested in taking part.

*Raffle*

Sophie will be appealing for donations for prizes.

Lottery licence purchased for Christmas fair lasts a year.

Will sell for £1 a ticket. Last summer 2,500 tickets were sold.

Jenni and Sarah enquiring at alternative printers for prices.

*External stalls*

Will keep to separate events.

*Stalls*

Will ask for donations after half term for brick a brack and children’s books. Tea towels can be sold for donations.

*Tombola*

Chocolate mufti day was very successful – could hold another?

*Timings*

5pm-7pm for all stalls except bar and food which will stay open until 8pm.

*Crafts*

Order a small selection of crafts to pay for and staff will come up with ideas for free crafts.

*Help*

Will appeal to parents for assistance for specific roles in one hour slots, by standing on the door and in newsletter. Possibly produce a specific summer fair newsletter with details.

* **Disco**

Rachel is happy to organise and run these events, she already has help lined up.

Entry is £1 and includes squash and a biscuit. Children can then buy glow sticks, glitter tattoos, and face painting while they are there.

Financial outlay approximately £50.

Molly Marshal could do the disco and Kellie has lights and speakers.

Staff members will need to manage crowd control and signing children in and out.

Advertise with pictures of the play equipment to remind parents what the money will be contributing to.

* **Play equipment stage 1**

Starting this week. Andy will produce a Facebook post.

Summer Fair advertising can include that we are fundraising for stages 2 and 3.

* **Local business involvement and donations**

Hilary will produce a letter to assist with this. For a minimum £250 donation we could offer advertising/plaque. Sarah will speak to local businesses and Andy will contact larger firms.

* **Standing order donations**

Letter will go out next week.

* **Car park rota**

Charge will increase to £4 next holiday. Needs manning 10.45am till it is full. Rota is in staff room.

* **Morrisons bag pack**

Struggling for help in the afternoon, not many children signed up to help. Can offer Grove bags for a donation. Money buckets in PTA cupboard.

* **Next Meeting**: Date to be confirmed