

**CHADDESLEY CORBETT PTA**  
**MINUTES FROM MEETING HELD ON**  
**22<sup>ND</sup> MARCH 2018**

1. The following people were present:-  
  
Anna Woodford ("AW")  
  
Matthew Morris ("MM")  
  
Oliver Stokes ("OS")  
  
Kirsten Emson ("KE")  
  
Kelly Yardley (KY")  
  
Jo Hunter ("JH")
2. AW noted that she had received apologies from Dawn Smout, Lizzie Faulks, Lorna Jordan, Sarah Gilder and Claire Dawson.
3. AW told the meeting that Lizzie Faulks had resigned from the position of secretary. The meeting was sorry that LF is not able to continue in this role. However, LF has said that she is still keen to remain involved with the PTA and will help out when she can.
4. OS confirmed that he was happy to take on the role of secretary. AW and MM (as chair and treasurer) co-opted OS to the role of secretary until the next AGM.
5. The meeting approved the minutes from the meeting held on 24<sup>th</sup> January 2018.
6. **Financial update** – MM confirmed that the current balance is £5554.92.
7. **Forest school suits** – AW said that she had had a request from Miss Edwards for another 60 forest school suits for years 5 and 6 (30 in size 13/14 and 30 in 15/16). AW said that she had checked the website for the supplier of the suits we had already bought (The Forest School Shop), but they didn't appear to supply suits that big.  
  
The meeting approved acquiring the extra suits in principle. AW to speak to The Forest School Shop to see if they are able to source bigger sizes.  
  
The meeting also approved buying the school storage boxes for the suits and clothes pegs so they can be hung up to dry.  
  
AW will ensure that something goes in the newsletter re: the PTA's purchase of the forest school suits.
8. **School Council Money** – AW said that the school council were still very keen on using the £100 we had offered them to install a water fountain in the playground (NB. this is a water fountain rather than a tap – at the last meeting, we had believed that they wanted a tap, but this was a misunderstanding). Miss Flude has spoken to Mrs James; Mrs James supports the idea. AW said that the children on the school council had put together a presentation for the PTA re: the water fountain and we needed to confirm when we could watch it. The meeting agreed that 9am on the second Monday of the summer term would be the best time. AW to let Miss Flude know.
9. **DBS Checks** – KE is in the process of completing her check. MM will get one done.
10. **Website Updating** – KE will liaise with Mrs Burgess to ensure that this reflects the current committee.

11. **Disco Review** – Overall, the meeting felt that the disco had gone well. It did produce a reasonable financial return. Points to consider for next year:-
- 11.1 Games – possibly have musical statues/best dancer competition to keep the children interested towards the end.
- 11.2 Sweetie cones – a large number of children bought the sweetie cones (which were made up using left-over sweets from the Christmas Fayre and sold at 20p (ie. the same price as all other tuck shop items on sale)). However, in a number of cases, the cones kept the children going for the rest of the disco so they didn't come back to buy more items. Next year, we should consider not having them/making them smaller/charging more for them.
12. **Quiz** – This went very well on the evening, but the number of attendees was disappointing.
13. **Advertising Future Events** – the meeting agreed that we had probably set the deadline for disco tickets and quiz tickets too short. It was agreed that we should try and ensure that letters for all future ticketed events should be distributed at least 2½ weeks before the deadline. We also need to ensure that posters are put up in places where parents gather for pick up – ie. next to the gate to the reception playground; next to the gate to the top playground; on the nursery front door etc.
14. **Easter Raffle** – KY has spent approximately £40 on prizes. This will be drawn next week. We do not currently know how well ticket sales are going (school council are co-ordinating this for us), but we are expecting sales to be impacted by the Sports Relief raffle that has also been running this week. It was agreed that we need to check and double check with the school re: possible clashes when we run raffles in the future.
15. **Summer Fayre** – this will be on 21<sup>st</sup> June. We need to get the outside stall holders booked asap:-
- 15.1 Food vendors (including ice cream) – JH will speak to Dawn Smout/Lizzie Faulks/Natalie Hothi to obtain contact details for the people that came last year. If DS/LF/NH were happy with these people, JH will try to book them again.
- We will advertise the presence of a burger van at sports day in advance, so parents/carers know that it is an option for lunch!
- 15.2 Bouncy Castle – MM will look into this.
- 15.3 Pony rides – AW to speak to Dodderhill Riding School to see if they are interested.
- 15.4 Charges for external stall holders – we will check whether last year's attendees paid an entrance fee or gave us a percentage of their profits and follow the same protocol.
- 15.5 Raffle Prizes – MM will approach local businesses. We will produce a leaflet to hand out at sports day that will continue details of businesses that have donated prizes. We will also request donations via the school newsletter.
- We may run a children's raffle and will ask the school whether Y6/school council can sell some tickets in advance during the school day.
- 15.6 Donations for Stalls – we will run 2 non-uniform days. One will be in return for bottle donations and the other will be for cakes/biscuits (we will ask half the school to bring cakes and the other half to bring biscuits (to avoid receiving too many short-dated cakes).
- KE will buy items for the prize bucket.
- 15.7 Stall ideas:-
- Cake stall
- Bottle raffle/stall

Raffle

Hook a duck

Soak a teacher

Splat a Rat – OS volunteered to try and make the equipment

Coconut shy

Y6 pizza oven?

Sweetie cones

Class Stalls – AW to speak to Mrs James – perhaps the classes could run games?

Eco/School Council/Rotakids – would they like stalls?

Hoopla

JH to research other stall ideas.

- 15.8 Location – AW to speak to Mrs James re: a new location for the summer fayre (now that the new building has been built on the old site). The amphitheatre and top playground are obvious choices, but how can we set up during the morning?

Teacher's Race – the meeting thought that this sports day event should be reinstated! Aw to mention to Mrs James.

16. **Golf Day** – OS is gauging interest amongst parents re: a golf day. He has been in contact with Little Lakes golf course who can offer a full English breakfast followed by a round of golf for £25. OS thought we could probably charge £35 a ticket, so that £10 goes to the PTA. The meeting thought that this was a good idea. OS to take forward.

17. **Data Protection** – AW to check how the new data protection rules will impact on how the PTA contacts parents/carers – we don't usually hold data ourselves (as all emails/texts go out via the school), but we may occasionally – eg. if OS gathered email addresses for people interested in the golf day.

18. **Pond Platform** – The meeting queried whether the pond platform that the PTA paid for 2 years ago is actually being used. AW to check with Mrs James.

19. **Next meeting** – Thursday 17<sup>th</sup> May – 8pm – Hare & Hounds.

20. **Close** - there was no other business so the meeting closed.