

## **St. Anne's Fulshaw PTA Committee Meeting 17 January 2017**

### **1. Attendees:**

Clare Daniel, Nicola Aslam, Lisa Vose, Natalie Lloyd, Lynsey Baird-Nelson, Sophie Taylor, Jane Gilchrist, Caroline Kelf, Rachael Thomas, Alison Marris, James Bradley, Peter Hall

### **Apologies:**

Claire Carter, Leila Jerman, Beverley Meyer, Clare Lockett, Liz Parris, Lynn Hall

### **2. Approval of minutes from the last meeting**

The minutes from the last meeting (which are on the school web site) were approved.

### **3. 200 club**

James Bradley (JB) who is currently running the 200 Club will be handing over to Peter Hall over the next few months as Jonathan Bradley is in year 6.

The 200 Club is a monthly lottery, with members paying £12 each for annual subscription. A draw is made each month except August. The monthly prizes are £25 (1st prize) and £15 (2nd prize) with double prizes in July and bonus prizes in December. Annual revenue is c.£1,250 with annual prizes c.£650. There are currently c.85-90 members. There is annual churn of c.6-10 members as parents leave the school and new members are recruited.

JB canvassed views on changes that might be made to the 200 Club.

- Change of name. Some members felt that the name did not adequately describe what the club did and that a new name that included the word 'lottery' or similar might help to promote it. JB would check whether there were any legal restrictions on the name that could be used and would report back for the next PTA meeting.
- Collection of subscriptions. This is currently a time-consuming exercise. JB advised that Direct Debit was not practical to implement on such a small scale and would require a sponsor. Members could be asked to pay by Standing Order, which would have the benefit of automatic renewal from one year to the next. However, it may be difficult to match incoming BACS payments with members. Treasurer Nicola Aslam (NA) thought this would be a difficult task. In the circumstances it may be easier to stick with cash/cheques as at present.
- Pricing. The annual cost of £12 has been in place for many years. Some committee members expressed a view that, rather than increase the cost, it may be preferable to promote more than one subscription per household as indeed several subscribers do already.
- Promotion. Clare Daniel (CD) suggested the 200 Club could be promoted outside of school e.g. on the St. Anne's parish noticeboard. Apparently there is a similar scheme at St. Barts. Natalie Lloyd suggested having sign-up sheets in the school playground.
- Change of renewal date. Currently the renewal date is April which does not match with the school year. The next period could be extended to 17 months

(April 2017 to August 2018, inclusive) which would result in the subsequent period starting in September 2018 to coincide with the start of the school year. This will be discussed at the next PTA meeting,

#### **4. Review of Christmas Fair**

Net profit was £1,987 not £2,027 as stated on the spreadsheet following reconciliation of a bank error. The takings and profit have been very consistent with previous years. The Class 5 games were felt to be successful. However, some events suffered from queues including Santa's grotto and the teddy bear tombola. It was suggested that Santa's grotto could be speeded up next year and that a Lucky Dip might be quicker than the teddy bear tombola. That would leave an extra tombola drum which could be moved to the bottle or chocolate stall. Glitter tattoos were also discussed as a possible stall as these are quick, fairly cheap and easy to organise. We had fewer bottles this year compared to previous years, so it was agreed that bottles would be requested as the first donation in the run up to the Christmas fair next year.

CD would ask at her headteachers' meeting next week what events other schools found were effective.

#### **5. Forthcoming events**

##### **School Disco - 27.01**

Dion is away when the school disco is due to be held. A licence has already been obtained so it is not practical to move the date. Lynsey has offered her son Josh to DJ. He will be paid £20 and will provide speakers, decks and music. Dion will be asked if he can supply some disco lights.

CD referred to incidents at the event last year. Parents had brought glasses and bottles into the hall. Recent school leavers had turned up asking to be admitted without parents. Some children became overexcited and it was felt there was not enough adult supervision.

This year CD will be on the door to ensure that unaccompanied children are not admitted. Some staff will attend the Disco. There will be a strict rule that no glassware will be allowed beyond the double doors into the hall. Leila Jerman will be on the bar and will advise drinkers of this rule. Claire Carter will be there to supervise in the school hall. Plastic glasses will be purchased for the bar. If two parents and two staff are there to supervise CD thinks that will be sufficient. Caroline Kelf will buy alcohol, soft drinks, sweets and glow sticks. The admission price is £4 each which includes 2 glow sticks. Extra glow sticks will be available for sale. Bar prices will remain the same as the Christmas Fair and BBQ - £3 per drink. Publicity for the event will stress that children need to be supervised by parents. Lisa Vose (LV) will do a rota for the tuck shop and bar.

##### **Boden evening - 16.02**

This is a new event for school and is being headed up by LV, who will do a rota and is looking for volunteers to help with the bar, sales of raffle tickets and help with ordering.

Attendees are welcome to come along to the evening without the obligation to purchase any clothing but it's a chance to see Boden clothing in real life as they are an online clothing company. The format of the evening is that Boden supply 5 rails of women's and children's wear on Wednesday 15 February which will need to be set up by us in the hall on the day of the event, Thursday 16 February. There isn't a fashion show, and Boden rep does not attend. Boden do not allow changing in toilets so class 5 will be used as a changing area. Full length mirrors will need to be borrowed from parents. Someone will need to be in attendance in the class 5 changing area. There will be two people on the bar and one person selling raffle tickets.

It was agreed the event should start at 7:30 p.m. to allow time for setup before guests arrive. It will finish at 9:30 p.m. Boden give us a discount code which is currently 20% but is subject to change. This applies to sales of all Boden products not just the products which will be on display. Most products on display are only supplied in one size.

The school receives 25% commission on net sales to new customers, 10% commission of net sales of new lines to existing customers and 5% of net sales of existing lines to existing customers. The discount code is not to be shared. If it is released beyond the event for instance on social media then Boden have the right to withdraw all of our commission. 70% of the commission is paid within 2 weeks and the balance within three months, to account for the fact that some customers may return goods. It was suggested that school iPads could be borrowed to allow customers to make online purchases although these will need to be closely supervised and purchases can in fact be made after the event itself. As long as the discount code is used the school will still receive its commission. Existing customers can receive £25 account credit for introducing a friend who becomes a new customer on the night.

Prosecco will be sold at £3 per glass and raffle tickets £1 each. The raffle prize is a £50 Boden voucher which they supply free of charge. It was agreed that 3 raffle tickets and a glass of Prosecco would be sold for £5. Food would not be sold.

The suggestion of an entrance fee was rejected as it was felt that would put people off attending.

The event can and should be promoted to people outside of school. CD suggested it could be publicized in the church newsletter and she would mention it to other local head teachers.

### **Quiz night - 17.03**

We are looking for a class/volunteers to run the quiz night.

We also need raffle prizes. Last year leftovers from the Christmas fair were used.

There will be a bar.

Rosemary is not available to co-ordinate the catering this year. Last year parents brought in chilli and the school cook prepared potatoes. There was plenty of chilli left over, however somebody is needed to co-ordinate.

CD confirmed that Darren is happy to act as quizmaster again.

### **Cake sales**

Class 4 - 17th February

Class 3 - 31st March

Class 2 - 31st May

Class 1 - 25th July

### **Other events**

Cinema night and bingo night which were both successfully run last year. NA offered to run cinema night. All that needed to be bought was popcorn. Children then sat and watched a film for 2 hours. The only suitable date was Friday the 24th of March.

### **6. Bags and tea towels**

We ordered 250 bags and 300 tea towels. We still have approximately 150 left of each. Takings are currently £920 which is close to what they cost to buy. Accordingly any further sales will put us into profit.

It was agreed that the bags should come out for sale at every event, for instance customers at the cake sale might want to buy them to bring cakes home. It was agreed the cost would be reduced to £2 so that even parents who have already bought them might buy more. The towels may be more difficult to sell however they can still be offered for sale at all future events. Ideally they would all be sold during the course of this school year.

### **7. AOB**

A static bike relay was suggested for the weekend of the bike ride. CD advised this had been done before.

Alison Marris suggested a jumble sale event which would assist sales of the bags. A lot of donations would be required and these would need to be checked and sorted to ensure they were suitable for sale.

She also suggested year 6 children bagging at Sainsbury's. They say we can apply for a slot.

### **8. Date of next meeting**

2.00pm Wednesday 1st March in the Egg Box.