

St Anne's Fulshaw PTA Meeting – Minutes
Monday 6 November 2017, Horse and Jockey pub, 8pm

1. Attendees

Emily Titley, Lisa Vose, Dave O'Connor, Laura Moore, Fiona Toms, Lynn Hall, Nicola Coppock, Rachael Thomas, Natalie Lloyd, Nicola Aslam, Susie Withington, Sophie Taylor, Vicky Wilson

Apologies

Clare Daniel, Claire Carter, Alison Marris, Sophie O'Connor, Caroline Kelf

2. Approval of minutes from the last meeting

The minutes of the last meeting (which are on the school website) were approved.

3. Review of recent events and funds raised

Overall in the first half term this year (7 weeks), we raised over £1500. This includes £250 raised via EasyFundraising.

Bag2School

We raised £148 on Bag2School this term.

Boden Evening

The Bar/Raffle made £176.00; expenses were £55.74. Profit was £120.26 (excluding commission).

The commission for Boden is currently £275 and the code is still valid so this may increase. Currently we have made slightly less than the February event (which raised approx. £500), though we have had more orders this time; it is likely there have been more returning customers, for whom the commission is not so high.

Lisa Vose (LV) has said that if we decide to run this again she would aim to negotiate a better discount for buyers (currently 20%), as it is possible to get better offers online. It was noted that these events are quite time consuming to run.

Cinema Night

We made £349.85 on ticket sales; expenses were £29.95. Profit was £319.90.

Approx. 90 children attended – it is thought to be the biggest Cinema Night yet. The March event raised slightly more but no expenses were claimed.

LV and Emily Titley (ET) ran this event and noted that the distribution of snacks and toilet trips need to be better controlled in future.

This event is a good earner – easy to organise and run. It was mentioned once again that it would be worth trialing a Cinema Night with two separate films – one aimed at younger children and one for the older ones. Year 4 upwards could attend the older film (PG rating). We would need to check with school whether or not they already have permission to show a PG film to juniors; if not, parental permission will be required.

Beetle Drive

The breakdown of costs for the Beetle Drive were as follows:

Tickets: £113.00

Kitchen: £95.00

Bar: £147.30

Expenses: £107.25

Profit: £248.05

This was a successful event, and although it was the first time we have done one of these it was quite straightforward to run. The prizes went down well, and crisps and cans (especially 7up/sprite) sold well. The bar was popular (particularly beer and wine), but only two hot drinks were sold.

4. Christmas Fair

The Christmas Fair is the biggest fundraiser of the year and has made around £2,300 - £2,400 each year over the past few years. LV has a template for the Christmas Fair poster that she will update and put out in school this week.

Raffle prizes & tickets

Raffle tickets are already in school and will go out in book bags on Friday. It was agreed that each child will be given a book of tickets (rather than one per family).

Susie Withington (SW) and Fiona Toms (FT) are gathering prizes for this and have approached many different businesses and organisations. They will put together a comprehensive list to go out with tickets on Friday, so that people can see how many great prizes there are to be won this year. The list can also be added on to the Friday Flyer.

LV has also approached a number of people and venues re. raffle prizes – Cheadle Art Café; Boden; Manchester Airport; Morrison's. Clare Daniel (CD) will ask the Co-op.

We need to decide on the three main prizes – one of these will be the Vivo Fitbit that we have been given.

Stalls

It was noted that in recent years Santa's Grotto and the tombolas have been the most profitable stalls.

Teddy Tombola: Instead of ticketing each teddy, children drawing a winning ticket (ending in a 0 or a 5) will be able to pick a teddy of their choice. It was suggested that we also remove some of the tickets from the draw (e.g., those ending in a 2 or a 4) to ensure that we get rid of the vast number of teddies we are likely to have. We will label the bottles and chocolates as there will be less of these. It was suggested that we have a box of chocolate coins as consolation prizes for children who don't win a prize on the chocolate tombola.

Santa's Grotto: As previously, we will have books for Infants and selection boxes for Juniors. LV has ordered 54 Christmas Activity Books (age 3+) from the Book People (£5.99 for 6 books), as

well as 50 mini candy canes to go with these (at less than 20p each). Please could everyone keep an eye out for cheap selection boxes (approx. 50) for the Juniors – these may be on offer for around £1 each in supermarkets over the next few weeks.

To save time wrapping, Christmas-themed felt bags were discussed as an alternative to wrapping paper, but it was agreed that these were too expensive at 66p each.

Mrs Dale and Mrs Bradley will run the grotto again, and LV will approach last year's Father Christmas (Simon) to see if he is available again. LV will check with Mrs Bradley where the Father Christmas costume is.

We need to have a think about how to decorate the grotto – previously this was done in Miss Jackson's reading corner but this is no longer there. To speed up the queue for this, it was suggested that we could have a sign-up sheet with time slots or give Mrs Dale / Mrs Bradley a timer to signal to Santa when 3 minutes are up.

Crackers: LV has the template for this and it is ready to go. These are usually given out as homework by teachers.

Money tree: ET will sort this out and will get the envelopes and attached instructions to Wendy, to go into book bags. We need a 3ft tree (LV has one) and pegs for the envelopes.

Crazy Sand: LV has bought all of the equipment for this. We will need two volunteers running this stall as it is expected to be so busy.

Gift Stall: Letti Yates (LY) will make 30 wooden Christmas angels and fairies and will man this stall, which will also sell the reindeer and snowman poo. The angels will be sold at £2. Nicola Aslam (NA) will buy everything that is needed for the reindeer and snowman poo and will also buy wrapping paper. The reindeer / moon dust we had last year did not sell well and is not very environmentally friendly so we will not do these this time.

Marshmallow Snowmen: LV had a photo of marshmallow snowmen that the children can make on wooden skewers. The children will be able to assemble these themselves and will be charged £1. These will be done instead of the Decorate a Biscuit / Tile activities that we have done previously.

Christmas Jumper Scratch Art: It was agreed that this would be another good craft activity, so LV has ordered 90 of these from Baker Ross. We also discussed Christmas coasters but it was agreed we have enough craft activities.

Nail stickers and tattoos: LV has ordered Christmas nail stickers and tattoos. These were very cheap to buy, so we could offer 2 tattoos for 50p and stickers on all fingernails for 50p.

Catering: Claire Carter (CC) and Sophie Taylor (ST) will head up the kitchen. LV will set up a Facebook Messenger group with them, Andy and Dave so that logistics for this can be discussed

separately. Cakes were sold by Class 4 last year, but this year they will be sold by the kitchen, along with crisps.

Games Room: This is organised and run by Mrs Thomas and Class 5, and is always very popular.

Entrance: CD will man the entrance and Wendy will sell raffle tickets.

Set up: Volunteers are needed for set up on the afternoon of Friday 1 December. ET has offered to store non-perishable goods in her house in the run up to / after the fair and could store cool items in the fridge.

Class reps will take responsibility for the following stalls / areas of activity:

Class 1: Teddy Tombola & Money Tree

Class 2: Bottle Tombola & Nail Art/Tattoos

Class 3: Chocolate Tombola & Xmas Scratch Art

Class 4: Crazy Sand

Class 5: Christmas Crackers & Marshmallow Snowmen

Bags4Life: We still have some of these left so a few will be on display at each stand, and they will also be available in the entrance hall.

Donation days: We will start collecting teddy tombola donations this Friday with bottles and chocolates the following Friday. LV will promote on FB and Twitter and will ask CD to email parents and Wendy to text them.

Christmas wrapping evening: NA has offered to host this early w/c 20 November (date TBC).

5. **Christmas Cauliflower cards**

The deadline for this has passed and the artwork has been sent off - 111 cards and 25 labels have been ordered, and should be back within 2 weeks. £123.50 has been raised.

6. **School garden clear up 11/11**

This has been well promoted via Facebook and the Friday Flyer. A group of parents and children will spend the morning on Saturday tidying the pond and carrying out other jobs around the school grounds. Hot drinks and biscuits will be served and any donations of cake would be gratefully received!

7. **Card payment facilities/app**

LV has seen an offer on a card reader – reduced from £80 to £35 if bought before the end of November. This can be connected to a laptop at events, and payments can be taken by card via Paypal. SW has a machine that she can lend to the PTA for the Christmas Fair. It was agreed that we would trial a cash-back system at the fair, but we will make it clear in the publicity that although this facility will be available it is principally a cash event. NA noted that cheques are also accepted. We will need to set up a school Paypal account for this purpose.

8. Co-op Funding

The funding was due to finish early October but the Co-op added on an extra month. The total raised is £1,016.72. There have been three charities this round, and there is a further £4,539 unallocated, which we understand will be split between all three causes. The Co-op are holding a celebration event on Saturday 25 November and it is hoped that some committee members will be able to attend – details TBC. We have been advised to reapply for future funding rounds.

9. Pentagon play area resurfacing

This will be done in three stages, and the first two will start on 20 November. The total cost will be approx. £28,000. The first two stages will cost approx. £20,000, which will be paid for using the school's PE and sport premium, money from last year's bike ride, and the Co-op funding.

10. PTA supplies: tablecloths and potential storage box

We need some new tablecloths - fabric and oilcloth (for crafts). Lynn Hall (LH) will look for these at the Fent Shop in Macclesfield. Some committee members may be able to donate old oilcloth tablecloths.

It was agreed that we could do with a storage box to keep all of our PTA supplies in one place. Would it be possible to store one behind the Egg Box, for example? LV will discuss whether this is possible with CD. NA has a storage box that she can donate.

11. Tesco fundraising

This is a similar scheme to the one run by the Co-op. There are also schemes at Sainsbury's and Waitrose (Alderley Edge). Laura Moore (LM) has details of these via her voluntary work with the Rainbows – she will apply for the Waitrose scheme and will ask for details of the application process from Sainsbury's.

There was also a discussion regarding match funding, and the need to research potential new opportunities for this in case the Barclays match-funding is no longer available to us after this academic year.

12. AOB

Mrs Thomas has asked whether the agreed wish-list funding for an author / illustrator visit to school this year can be increased from £400 to £1000 to pay for a Patron of Reading to come into school. NA will check whether we have sufficient funds for this, and ET will check with Mrs Thomas when this would be needed and whether it would be in one go or in installments.

School disco: This is our first big event after Christmas, and there was a brief discussion about whether we could charge slightly more for tickets and book a DJ.

13. Date of next meeting

Friday 12 January, 9am, in the Egg Box.