

St Anne's Fulshaw PTA Meeting – Minutes
Monday 14th January 2019, Farmers Arms pub, 8pm

1) Attendees

Emily Titley, Susie Withington, Rachael Thomas, Mike Tetlow

2) Apologies

Lisa Vose, Clare Daniel, Natalie Lloyd, Nicola Aslam, Lynn Hall, Fiona Toms, Vicky Wilson, Gayle Marshall, Sophie Taylor, Jane Gilchrist, Sophie Taylor, Claire Carter

3) Approval of minutes from the last meeting

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

4) Review of recent events and funds raised:

a) Christmas Fair

The Christmas fair for 2018 made a total profit of £2457.48 which is a record year. The whole event was very busy, went very smoothly and numbers were up on last year.

➤ **General items to consider for Christmas Fair 2019:**

As in previous years parents were asked to bring in donations for the various tombolas on each Friday leading up to the fair. The first collection date was the Friday after half term and the last collection date was the week before the fair. The donations for the bottle and chocolate tombolas were quite low so we decided to give children the option of wearing non uniform on the final Friday before the fair (Teddy tombola week) in return for bringing in donations for the bottle or chocolate tombola. This worked well and ultimately we had enough donations for both stands. It was suggested that we start collecting items earlier (before half term) which is something to consider the next fair.

The fair was very busy and it was noted that the layout of the stands could have been better. We had the chocolate tombola and the teddy tombola in the same room (class 3) and as these stands are both very popular this room was incredibly busy. It was suggested that at the next fair we have the teddy tombola and bottle tombola in one classroom and the chocolate tombola in class 3. It worked well having all the craft stands and nails and tattoos in one room. It was also suggested that we should have the Christmas card stand in the main hall.

➤ **Feedback on specific stands:**

➤ **Raffle**

The raffle was again very successful with Fiona and Lisa doing a fantastic job in collecting raffle prizes. We did however run out of tickets quite early on the evening of the fair. This was because fewer unsold tickets were returned before the fair. This was despite several messages being sent out asking parents to return unsold raffle tickets. It was suggested that instead of sending home a book with every child that parents state how many books of raffle tickets they require beforehand, possibly via an order form that would be sent home a couple of weeks before. There were concerns that this may add extra complications to the process but is something to consider for the next fair. Another suggestion was to order extra books of raffle tickets but this would come at an extra cost.

➤ **Café**

Quantities were estimated from Sophie's notes from 2017. This year we also replaced hotdogs with turkey rolls. Andy Morrison supplied 2 x 11lb turkeys for £40.

Although the food went down well, we over catered and there was a lot of items left over. There was also not as many eaters as expected although we did sell more teas and coffees than last year. The staffing of the catering worked well and was organised in advance with Nicola (the school cook) showing how the hobs, dishwasher etc worked.

➤ **Bar**

The bar was over stocked but this is not necessarily an issue as most of the alcohol was purchased around Xmas time when the 25% off offers are available. What is left can be stored and used for future events. No cider was sold and neither were many crisps. The fizzy cans went down well with only 8 left. The staffing worked well as one person could manage most of the evening but 2 staff were available when it went through the busy patches. Emily Titley has started a "Bar Inventory" to keep track of all bar items throughout all events to keep a running total.

➤ **Money Tree**

It was decided that we would not have the Christmas Cracker stand and only have the money tree stand this year. Each child was sent home 2 envelopes to decorate, fill and return. Although we did have a large number of envelopes returned, we didn't make as much as last year when we had both the money tree and Christmas cracker stand (about £12 difference). This may be something to consider for the next Christmas fair?

➤ **Nails/Tattoos**

After a few tattoos had been done the stand went very well. The tattoos were very popular and were very good value as they lasted for quite some time after the event.

The nails were also popular but the stickers were sometimes very fiddly and time consuming. Maybe next year we offer nail painting instead? Three volunteers are needed as both of these are time consuming.

➤ **Edible Gifts**

The stand did sell out but next year we will do less chocolate cones and more sweetie cones. The sweetie cones sold out within an hour and the chocolate ones sold just before finishing time. One volunteer is enough for this stand.

➤ **Teddy Tombola**

This stand was very popular again this year. There were easily 400/500+ teddies donated. These were collected the Friday before the fair due to storage issues and due to the sheer quantity, they were not ticketed. Instead children had to find tickets ending in a 0 or a 5 and then got a choice of any teddy they wanted. There were a couple of specially donated teddies which were ticketed to build excitement. These were donated by M&S Handforth Dean and Well Pharmacy on Chapel Lane. Two Teddies were required per slot to ensure the smooth running of this stall. 1 volunteer was behind the counter collecting money and helping the winners choose a teddy whilst the other volunteer was at the tombola helping the children there. Haribo and chocolate coins were purchased for the unlucky children but due to the vast number of "small" teddies, these were also offered as a consolation prize.

➤ **Bottle Tombola**

The extra non-uniform day made this stand have a decent sum of prizes. These were stored in Clare D's office and Lynn Hall and Emily Titley spent a couple of mornings labeling up. Next year the labels should face the volunteers rather than the customers for ease of finding any prizes.

➤ **Chocolate Tombola**

This stand was very popular again this year. Despite several requests products with nuts were donated, however Rachael Thomas and Caroline Kelf ensured that all nut containing products were removed before they were ticketed for the stand. We also had several large tubs of chocolates donated which were split down into smaller bags to make individual prizes, this meant we had an increased number of prizes for the stand. Rachael and Caroline also separated off items that didn't contain dairy so they were able to offer people with a dairy intolerance a prize if they won. This was a great idea and should be done again next year.

➤ **Christmas Cards**

The cards were not as popular as had hoped but came at no cost to the PTA so any money they did make was pure profit. Vicky Wilson's mum kindly made about 40 which she donated and also Susie made some which she also donated. The cards seemed to interest the adults, rather than the children so maybe we need to re-think where we have this stand for the next fair. It might work well in the main hall?

➤ **Grotto**

Mrs Dale and Mrs Bradley managed this stand well and thanks to Natalie Lloyd for setting it up. There was a constant stream of children visiting the grotto and it was a popular stand again. There was varying feedback about the gifts children received so this will be looked at in more detail. We will need to find an alternative Father Christmas next year as Simon C (who did the role this year) has not been a parent at the school for two years. We also had quite a few of the books left over (need to check how many) and there were several selection boxes left over. These were donated to infant Christmas party.

➤ **Crazy Sand Art & Jumper Scratch Art**

This stand was quiet for the first hour or so but this is true for the salt dough and nails and tattoos which were also in class 3. This is probably due to the rush on the teddy and chocolate tombola's over at class 4. The stand picked up later on when only 1 volunteer was on but he said all was ok as the children participating were older and knew what they were doing without any guidance.

➤ **Salt Dough**

Susie Withington baked all the decorations for this stand and provided all of the paints and decorations. This was a popular stand, especially for pupils in the lower part of the school. (There were very few decorations made by children in Year 4 and above.) Whilst this was a popular stand it was discussed that we should try and come up with new ideas for the craft activity at the next fair.

➤ **Lucky Bucket**

Jess and Ross Davison were responsible for selling tickets for the lucky bucket. They did a great job but as they were both on a stall at the fair and the time period to sell tickets is so short they have suggested that it might be better if someone who is not on a stall does this next year. People were only inclined to buy one or two tickets rather than strips, maybe because we were still selling raffle tickets? This stand is more popular at the summer fair but maybe this is because summer fair is busier and we have more time to sell tickets? There is also no raffle / tombolas at the summer fair. This was the first time we have had the lucky bucket at the Christmas fair so it might grow in popularity. There is no cost associated to it so it is a good stand to have.

➤ **Non-Uniform Day**

£101 was raised. This was a good total and again having a collection at the school gates is very effective.

5) Future events

➤ **School Disco**

Tickets are again to be sold at £4 each which also included 2 glow sticks. The time of the disco will be between 6 and 7:30. Help will be required for supervision, tuck shop and the bar. We discussed the option of buying Neon Glow in the Dark spray paint for 50p. This was undecided by the end of the meeting.

➤ **Mums and Dads Nights Out**

To replace the Quiz Night this year we are planning on holding separate mums and dads nights out. They will take place over to separate weekends in March. It is hoped that by doing this we will overcome the issue of childcare. The Dads Night Out will be on 22nd March and is being planned by Andrew Withington. At the time of the meeting there were no firm plans in place but a loose idea was to have a curry and poker evening. Chutney Masala have offered to do a cookery demo for us which could work well for this event.

Action - Andrew Withington is to check with Clare Daniel about the schools policy for having gambling on the premises and also to speak to Peter Hall to check if our gambling license will extend to this activity.

➤ **Mums Night Out will be on 29th March.**

At the time of the meeting no firm plans were in place for this event. Ideas include a night of pampering and fashion, or wine and cheese tasting. Susie Withington knows several therapists who might be able to help out at this event.

Action – Susie Withington and Emily Titley and anyone else who is interested in getting involved to meet to discuss the event and start planning it in more detail.

➤ **Non-Uniform and Cake Sale**

This time it is Class 4's turn. It was suggested that we need to promote the cake sale in advance so that parents remember to bring money with them as feedback has been that parents can forget the sale is on and not bring money with them to purchase cakes. Another suggestion was that during the sale we could have two stands (one in each playground) to avoid overcrowding.

5. Community Funding Update

➤ **Tesco Bags for Life**

Jess Davison has drafted an application but is awaiting a completed Project Consent Form on letterheaded paper from Ms Daniel which needs to have specific wording. This is required by Tesco before the application can be submitted.

➤ **Morrisons**

Unfortunately our application to the Morrison Foundation for funding towards the outdoor play equipment was unsuccessful. We received a generic e-mail explaining a high number of applications etc.

➤ **W H Smith Community Grants**

This grant aims to promote love of reading and literacy through grants of up to £500. We could possibly apply for this as extra funding towards the authors visits. Currently awaiting details from Penny Thomas regarding the author's visit, dates and estimated costs so we can submit an application.

➤ **Ford Britain Trust**

Due to us being unsuccessful with the Morrisons Foundation, we think we should make an application for a large grant (up to £3K) to Ford Britain Trust for the outdoor play equipment. The current application window closes on 31st January so we will submit it prior to this date.

6) 100k Walk

So far, only 4 people have fully committed to the walk. Susie discussed how she has planned training routines and she is going to start walking different parts of the route in order to map the territory. We do need more volunteers and Susie is going try and generate more interest. The minimum number of walkers needed is 6 to ensure the safety of all those involved. We are hoping that if this year is a success that the numbers might increase next year as it has been

pointed out to us that for the very first bike ride there were only 6/7 riders and in later years this event was hugely popular.

7) New Play Equipment

The installation of the new play equipment has been delayed due to concerns over funding. When we were originally quoted we did not think that the astro turf would need to be put down at the same time. However, Pentagon have now confirmed that to conform to health and safety standards we would need the astro turf laying at the same time as the play equipment is installed. This has made the cost of installation considerably more expensive and as the bike ride is not taking place this year and we do not know how much we will raise from the 100km walk we are not able to commit to that level of spending. We are hopeful that installation can go ahead in the summer term but will know more once the sponsored walk has taken place and we know the outcome of our community funding applications.

There was also a discussion about the type of surface under the play equipment. So far all the quotes we have received have been for astro turf but soft-pour rubber is also a popular option. This is something that can be discussed at a later date.

8) Date of next meeting

The next meeting will take place on Friday 1st March in the school Egg Box.