

BRATTON FLEMING PRIMARY SCHOOL
MINUTES OF PTA MEETING:
November 3rd, 2009.

Present: Rachel Zeale, Lucy Skinner, Jo Galbraith, Alex Tunnicliffe, Gail Ridd Jones, Mandy Robbins, Melinda Sharpe,

Apologies: Sarah Jeffrey, Val Worms, Annie Jones, Lynn Gresham, Stephanie Lion, Jo Dunbavin, Sue Denham, Nicki Wheatley,

1. Minutes from last meeting:

Agreed as a correct record and signed by Chair. Minutes of AGM also signed as a correct record, but will need to be formally signed at AGM next year.

2. Treasurer's report.

Expenditure:

£200 donation to school for musical instruments

£500 donation to school for tyre park.

£340 cheque paid to Big Sheep in full payment for social evening in January 2010,

Income:

£73.20 was raised at the Cake Stall before half term, this money was donated to School Council.

£53 was raised by Jo Dunbavin through the sale of Mega Draw tickets.

<i>Cash held:</i>	£103.50
<i>Bank a/c:</i>	£284.84
TOTAL	£388.34

Funds have now run down quite low, (and there are monies due to be paid soon for NCPTA membership renewal and to Jack Mullen for work done to PTA website) but there are a number of fundraising events to come during the Christmas term which should raise some more money.

Agreed that the membership fee paid to the NCPTA should be for a school with up to 100 pupils.

3. Matters arising:

a. Election of new secretary

Mandy explained that since agreeing to be a Governor at the school she did not feel able to commit to undertaking the role of secretary for PTA (and apologised for this!). Lucy Skinner agreed to take on the role of secretary in addition to the PR role and this was unanimously approved! Both Mandy and Alex offered to take minutes at PTA meetings if Lucy was not available.

Cheque signatories need to be agreed as currently only have one officer who is a signatory, ideally need to have 3. Agreed that Melinda, Lucy and Alex should all be signatories and Melinda will organise the necessary paperwork for everyone to complete.

b. Bags 2 School - Friday 13th November, 2009 collection at 2pm.

Alex to ask Heather for a contact number to check with Bags 2 School their arrival time, as they were very late last time.

Everyone volunteered to help with the collection. Need to arrive at 1.30pm to take bags out to playground for collection.

It was agreed it would be good to maximise the numbers taking part in Bags 2 School and Alex will ask Steve to put a notice up and some bags in shop. Lucy agreed to put a special reminder in the school newsletter this week. Melinda agreed to take bags round the 'bottom' end of the village and Lucy round the 'top' end of the village to see if anyone else would like to take part.

c. Plum Puddings

16 puddings ordered to date. Lucy agreed to put a reminder in this week's newsletter so people have until next Monday to order. Cheques to be made out to Devon County Council.

d. The Big Sheep - date

Booked for Saturday 30th January, 2010 from 6pm to 9pm. PTA have already paid for this. Need to agree the price of tickets etc.

Need to make clear that any children who attend need to be supervised by an adult.

Suggested a Valentine's Hamper as the raffle prize.

e. Informing Charity Commission of new PTA Officers

Mandy agreed to write to the Charity Commission to inform them of the change in officers.

4. Christmas Fayre, (Friday December 4th, 2009).

Any volunteers will take full responsibility for organising the stall/activity and delivering it on the day.

School will be selling craft items made by children in individual class rooms and PTA will have the school hall. Children will have lunch early, able to move into hall from 12.30 to set up stalls and can also use the hall to set up the grotto in the morning.

- Lucky Dip - *Jo Galbraith*
- Tombola - *Holly Conway*
- Cake stall - *Jo Dunbavin*
- Christmas Raffle - *Rachel Zeale*, it was agreed to ask for donations for raffle prizes with a Christmas theme, (such as Christmas decorations; Christmas puddings, mulled wine etc) for the raffle at the Christmas Fayre. This is a separate raffle to the Luxury Christmas Hamper raffle which will be organised by Jo Dunbavin with tickets on sale during the performance of the school panto.
- Santa's Grotto - *Lucy Skinner*, Lucy agreed to source the gifts and decorate the Grotto, but will ask Jo Dunbavin to help identify someone to be Santa. Melinda was happy to help with wrapping presents. Lucy will ask Stephanie Lion about borrowing a chair from the church for Santa.
- Name the reindeer/snowman - *Rachel Zeale*
- Pin the tail on the reindeer/donkey -
- Sweetie Tombola - Rachel will ask *Val Worms* and *Caroline Bricknell* if they would agree to run this stall
- Refreshments, (mince pies, tea/coffee etc) - *Alex Tunnicliffe*

- Face Painting - *Henrietta Clay*, Mandy has checked with Henrietta and she is happy to do this.
- Christmas craft/Christmas decoration making - explore possibility of organising some Christmas craft activities. Lucy has lots of ideas!

Rachel is happy to print out the prices etc for each store but will liaise with Jo Dunbavin to see what she has already got on her computer. Melinda will organise all the finances and arrange the floats for each of the stalls.

A number of people have already volunteered to help with the Christmas Fayre: Val Worms, Paul Nolan, Caroline Bricknell, Stephanie Lion, Nicki Wheatley. Lucy will put out a request via the newsletter for helpers to support the people taking responsibility for the stalls and to provide extra 'man power' on the day.

5. Panto

Last year refreshments provided in village hall before Panto. Mandy to ask Jo Dunbavin to book hall for 14th and 16th December from 3pm to 6pm. Lucy to request via newsletter donations of mince pies and nibbles. Consider offering mulled wine as well as tea and coffee. Need to consider legal implications, but believe if donation to PTA and not purchasing wine then this will be OK.

Need to agree a rota/system of manning the refreshment stall nearer the time and to make sure any helpers can still get their seats to watch the panto!

Lucy to ask Roy Grimes if he might agree to video/record the Panto and then Mandy to ask Sharon Gibbs if she would consider putting on a DVD that people can order and buy.

6. Any other business

a. Yellow Moon Catalogues

To go out on Friday with newsletter with explanation of how school benefits.

b. Summer Fayre DVD

Sue Denham has said that it would be possible for the Summer Fayre photos to be made available on DVD with American music for parents to purchase if they wish. It was generally felt the uptake would not be sufficient for this.

7. Date of next meeting

Tuesday 1st December 7pm in the White Hart simply to check everything in place for Christmas Fayre and Panto. Next full meeting to be set for January 2010.