**Richard Crosse PTA Meeting 14/6/19**

**Minutes**

**Present : Louise McGuffie, Amanda Taylor, Emma Whiting, Nicola Jarrett, Emma Heathcote, Caroline Waldron**

**Apologies: Marcella Henley, Lee Gwinett, Tracey Gwinett, Jo Forker, Simon Ward, Martin Sleigh**

Agenda Items discussed -

 Summer Fayre

Kings Bromley Show

Sports Day

Summer Fayre

We are holding the Summer Fayre on the Show Field. We agreed we would have the following stalls / activities

 Tractor - confirmed (no charge)

Police Car – TBC by Martin Sleigh (no charge)

Bouncy Castle- Booked / deposit paid (£2 for 3 goes – Float needed)

FacePainting (tattoos) (£2 / (50p) – Float needed) Miss Fullwood, Kim and possibly Marcella will do on the day – choose 6 or so options to speed up process

Tuck Shop (as priced – Float needed)

Ballloons – (£1 – Float needed)

Tombola – class 1 chocolate / sweets class 2&3 general tobola / class 4 &5 bottles (50p / £1 for 3 goes – float needed)

Games – hook a duck / welly wanging / soak the teacher / beat the goalie/ splat the rat /Lucky Dip / Name the Teddy / Sweets in a Jar – these are all being organised and ran by Year 6 (50pm / £1 3 goes – Float needed)

Tea/ Coffee / Cakes (donations required for 5th July) – Cakes 50p / 30p, drinks donation – Float needed)

Strawberries and cream (1.50p – Float needed or use same as Tuck / Cakes)

Raffle – (£1 per ticket – Float needed)

Entrance Fee (£1 – Float needed)

Talent show / performances – TBC

We need to establish the following

 Where is Facepainting supplies – do we need to replenish

 Tattoos – do we have any?

 Yr 6 games & Lucky Dip – how many prizes do we need?

Tombola – is Glen and Jill attending – if not can we borrow their drum and do we still want 3 separate or do we group them?

Have we got enough balloons?

Do we make cake donations into a competition – prize for best looking cake?

Co-op – can they release any staff to help on the day?

Layout of show field for the Fayre – Louise to meet with Kirsten to discuss

Martin – chalk board

Carol / Zoe – banner

Music – can we borrow speakers / can Mr Morley DJ?

External Stalls – FB Mutterings

Sports Day

We are sending a letter to parents to pre-order bacon and sausage baps, will charge £2.50 and that will include a hot drink. Some baps may be available to buy on the day / hot drinks will be available with donation taken. Strictly 8.30-9.30 – float needed.

We will sell strawberries with cream and bottles of water throughout £1.50 & £1 – float needed.

Martin previously mention an urn that retains heat – can we borrow for sports day?

BBQ – would we be able to use cricket clubs to cook bacon and sausage, alternatively speak to school about using cookers and agree how to keep warm.

Kings Bromley Show

Update required from Martin and Simon re planning and any other help needed. Non uniform day next week in exchange for toy donations to be used on the stall.

Next meeting TBC after summer fayre but PTA group will stay in contact while final planning takes place and will arrange adhoc meetings as required.

Actions – I have left the previous meeting actions on so we can a clear view of all that’s going on on the lead up to the 3 events.

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| **Action** | **Actioned By**  | **Completion Date**  | **Open / Closed** |
| **To contact Judith to agree use of show field for Summer Fayre 5th July** | **ZB** | **22/5/19** | **Closed**  |
| **Contact External Stall Holders**  | **LM / JF**  | **24/5/19** | **Ongoing** |
| **Confirm use of tractor** | **LM** | **24/5/19** | **Closed** |
| **Arrange visit of Police car** | **MS** | **14/6/19** |  |
| **Contact Bouncy Castle** | **LM** | **24/5/19** | **Closed** |
| **Bar**  | **JF** | **14/6/19** | **Decided against** |
| **Nail Painting volunteers** | **AT** | **14/6/19** | **Decided against** |
| **Face Painting volunteers** | **AT**  | **14/6/19** | **Closed** |
| **Raffle Tickets (printed and issued to parents)** | **JF** | **21/6/19** |  |
| **Tombola – ask the couple from the village (if they cant help can we borrow their drum)** | **JF** | **14/6/19** |  |
| **Raffle Prizes** | **ALL** | **14/6/19** | **Ongoing**  |
| **Non uniform days to be agreed with office** | **LM** | **24/5/19** | **Closed** |
| **Speak to coop re supplying bacon sausage and rolls for sports day** | **SW** | **14/6/19** |  |
| **Collect Water from Crystaline** | **LM / JF** | **24/6/19** |  |
| **Speak to coop re helpers at the fayre** | **SW** | **21/6/19** |  |
| **Advertising – Banner / Posters / Facebook / Texts and emails to parents** | **LM** | **21/6/19 and ongoing** |  |
| **Music on the day** | **Mr Morley** | **21/6/19** |  |
| **Speakers – can we borrow from KB society** | **LM** | **21/6/19** |  |
| **Performance by Children – Miss Jarrett to establish interest and confirm (if yes then start at 3.30pm)** | **NJ** | **21/6/19** |  |
| **Urn for Sports Day**  | **MS** | **21/6/19** |  |
| **Chalk Board to use on run up to all events** | **MS** | **17/6/19** |  |
| **Letter drafted for pre-order of Food at sports day** | **LM** | **14/6/19** | **Closed** |
| **Letter re food to be sent to parents** | **ZB** | **14/6/19** |  |
| **Floats for all events / stalls** | **AT** | **As required** |  |
| **Teddy for name the teddy** | **TG** | **5/7/19** | **Closed** |
| **BBQ – can we use cricket clubs on sports day** | **JF** | **21/6/19** |  |

**Actions from previous meeting to be revisited.**

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| **Action** | **Actioned By**  | **Completion Date**  | **Open / Closed** |
| **LAG Rep – does this need to be a PTA committee member or can Marcella continue and feed back to PTA.**  | **MH** | **Next meeting** |  |
| **LAG – when are meetings held**  | **MH** | **Next meeting** |  |
| **Worth Brothers – dates**  | **LM** | **Next Meeting** |  |
| **Worth Brothers – detail on FB asking for anyone interested to let us know**  | **EW** | **Next Meeting** |  |
| **Coin Trail – raise again for discussion at Meeting in May** | **LM** | **May Meeting** |  |
| **Cycle – ask those who suggested to put together more info about how it would work to present at PTA meeting in June / July with a view to doing it in September** | **LM** | **Next meeting and then June / July meeting** |  |
| **Talent Show – to be added to agenda for May meeting**  | **LM** | **Next Meeting (May)** |  |
| **Meeting times Poll on facebook – feedback to be discussed with core PTA group and following this the next meeting will be agreed.** | **EW** | **WC 8/4/19** |  |
| **PTA Budget**  | **AT** | **Ongoing but initial update – May meeting**  |  |
| **Next meeting date TBA following FB poll** | **LM/EW/AT** | **12/4/19** |  |