



**OFFHAM SCHOOL PTA MEETING**  
**Tuesday 3<sup>rd</sup> November, 2015**

**Attendees**

Mandy Harris, Ellie Earnshaw, Liz Seage, George Jackson, Laura Massett,,  
Lauren Elsaesser, Melanie Mclean, Jane Pusser, Clare Innes, Maxine  
Hewetson, Tamara Spierenburgh, Miss Hardman.

**Apologies**

Paula Dutton, Kay O'Neil, Rachel Bushell.

i) Comments from September minutes signed off by George.

<b>AGENDA</b>	<b>ACTION POINTS</b>
<b>1. Accounts</b> Bank Account	Ellie is still unable to access the bank account owing to insufficient signatories.
Autumn Disco	An amazing profit of £1022.07 made at the Autumn disco. The glow stall alone took £252. Well done everybody!  We perhaps need to address how we apportion costs over the year. Claire Innes suggested that we have a document which details the annual spend on costs.  Raffle and increased entry cost of the disco also helped to boost profit.  Query over the profit taken by

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## 2. West Malling Lights.

face-painting considering how busy this stall was all evening.

Clare Innes and George Jackson will meet on 16<sup>th</sup> November at 10.30am to run through lighting for the stall.

Clare Innes suggested that new, identical pens are purchased for the craft items as there is some concern that the ink may wash off. These can be purchased from Baker Ross.

Team will only sell Xmas craft items.

Ellie Earnshaw will also be selling beauty items on the stall.

There is still no decision on where the stall will be located (High Street or Swan Street).

Set up is thought to be from 8am. The event starts at 12pm. One car permit per stall.

## 3. Secrets Room

Innez Mockford will be helping Maxine Hewetson to lead this event.

Maxine will be checking all Secrets Room items received so far on Friday. However, it is clear that we definitely require many more donations in order for this event to be successful.

Maxine said that last year's Secrets Room used up lots of stock.

	<p>This may mean that more PTFA money will have to be spent in order to supplement the number of items we have for Secrets Room.</p> <p>The current budget for Secrets Room is set at £75-£100.</p>
<p><b>4. Film Night - 17<sup>th</sup> December</b></p>	<p>Ellie Earnshaw, Mandy Harris and Sharon Killick to lead this event.</p> <p>Sophie Hardman said that the school hall should not be used as it was quite difficult to police the number of children in there last time.</p> <p>Four teachers are available to help supervise this event, therefore four films can run.</p> <p>The films may include: 'Minions Movie', 'Santa Paws the Movie', 'Home', 'Up', 'Home Alone 2' or 'Fred Claus'. This can be decided nearer the time.</p>
<p><b>5. Xmas Fete</b></p>	<p>3 teachers are available to help with the Christmas fete, along with Mrs Powell and Miss Hardman.</p> <p>George Jackson has put together a spreadsheet detailing allocation of the key stalls on the day.</p> <p>Ellie Earnshaw to help out generally on the day.</p> <p>Our school cook will be available on the day to run the kitchen. A curry will be provided on the day</p>

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	<p>- donated by Kelly Adams (mum to Mia and Oscar).</p> <p>Maxine Hewetson said that we need to send out an email asking for chocolate donations. Liz Seage can put this into a PTFA mail.</p> <p>Georgina Jackson requested that we are here to set up for the Christmas fete from 3pm on Friday 4<sup>th</sup> December.</p>
Book Santa	<p><u>Christmas fete Santa:</u> Paula Dutton's dad could do this, but ideally we need to find someone else.</p>
Raffle	<p>We are still looking for a main raffle prize. Can we ask The Kings Arms in Offham? The Angel Addington? Mandy Harris will speak to Redrow.</p> <p>Claire Innes has managed to secure the following raffle prizes from New Earth Solutions: Christmas Turkey for the Christmas fete and a £100 voucher for the Summer fete.</p> <p>Mandy Harris needs to know what the 3 main raffle prizes are before they are sent for printing. The actual raffle tickets need to be printed within the next 2 weeks.</p> <p>Ellie Earnshaw will approach the Holiday Inn to see if they can</p>

<p>Grotto</p>	<p>donate anything for the raffle.</p> <p>Georgina requested a volunteer/s to decorate the Grotto. Ideally we need to find someone within the next week.</p> <p>Clare Innes suggested that Anatosia's sister could possibly help? Mel McClean will speak to Anatosia's mum.</p> <p>Maxine said that there is still some 'Reindeer food' in the cabin which can be used for the grotto.</p> <p>Mandy Harris can also put a note onto the PTFA chalk board to ask for help with this.</p>
<p>Lucky Envelopes</p>	<p>Lunch time clubs have been requested for <u>Monday 23<sup>rd</sup> and Tuesday 24<sup>th</sup> November</u> in order to get the lucky envelopes done.</p> <p>Maxine Hewetson, Laura Massett, George Jackson, Tamara Spierenburgh and Liz Seage can help out on these lunch time sessions.</p>
<p><b>6. AOB</b> Thermometer</p>	<p>This will be discussed at the next meeting.</p>
<p>Mandy - succession planning</p>	<p>Mandy will not be here from next year, we therefore need to find someone to take on the Raffle and Christmas cards. Tamara will consider taking on the Christmas cards.</p>

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<p>Christingle:</p>	<p>Clare Innes is organising. A donation of £50 is made to the Children's Society. Total cost was £112.89 last year; to include purchase of candles, tape, oranges and sweets for the whole school.</p>
<p>Baubles for children:</p>	<p>George Jackson to check with Mrs Powel that the delivery of 200 baubles has been received.</p>
<p>Class presents:</p>	<p>It was queried whether or not the children actually need individual gifts? It was agreed that each class would have a class gift to the value of £30 per class. Clare Innes to manage this.</p>
<p>Role of class reps vis-a-via PTFA:</p>	<p>Tamara Spiernbugh raised the issue of communication (or lack of) between parents, class reps and PTFA. It was suggested that class reps could be used as more of a 'go-between' for the school and PTFA in order to try and generate more interest and help with PTFA events from parents as a whole.</p>
<p>Xmas Puddings:</p>	<p>4 trays of 12 Christmas puddings have been purchased for West Malling Lights/Christmas fete. These consist of sticky toffee, chocolate, syrup and traditional Christmas pudding.</p> <p>Ellie Earnshaw suggested that we could possibly have some samples available on Friday at the kitchen opening for people to try.</p>

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	<p>It is possible to order more Christmas puddings at fairly short notice. It is also possible to get the children to design a label for the puddings, although a little too late for this year, it's something we could do next time if they are successful.</p> <p>George Jackson will obtain some order forms for the Christmas puddings so that Ellie Earnshaw can pass them onto Clare Innes in the hope that we can get some pre-orders from various outlets.</p>
<b>Teachers' gifts:</b>	<p>Beauty gifts for the teachers have kindly been donated this year.</p> <p>Clare Innes volunteered to purchase gifts for the two male members of staff.</p>
<b>School Uniform.</b>	<p>Ellie Earnshaw said that there needs to be a discussion on the uniform as we are not making much on some items. This will be reviewed and discussed at the next meeting.</p>
<b>Santa (in school)</b>	<p>Liaise with Mrs Pennington to see if her dad can once again come into school to be Santa for the class presents.</p>
<b>Kitchen opening:</b>	<p>Mandy Harris, Liz Seage, Jane Pusser and Ellie Earnshaw to be the PTFA presence at this event.</p> <p>Mandy Harris and Liz Seage are putting together a board with</p>

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**Letter for new Rainbow  
parents/carers.**

pictures and information on the  
PTFA. This will be displayed on the  
day.

Clarification of Secrets Room,  
Chocolate Tombolla and 'Water into  
Wine' needed for our new Rainbow  
parents. Liz Seage to liaise with  
Maxine Hewetson in order to put  
together a letter.

**Date of next meeting:**  
To be arranged