



OFFHAM SCHOOL PTA MEETING

Tuesday 12th January, 2016

Attendees

Mandy Harris, Ellie Earnshaw, Liz Seage, George Jackson, Lauren Elsaesser, Melanie Mclean, Jane Pusser, Maxine Hewetson, Rachel Bushell, Laura Dixon, Ruth Powell.

Apologies

Paula Dutton, Kay O'Neil, Clare Innes, Tamara Spierenburgh, Laura Massett, Vicki Kirkin.

- i) Comments from November minutes signed off by George.

AGENDA	ACTION POINTS
1) Accounts	<p>Autumn Disco</p> <ul style="list-style-type: none">- Profit £1022.57 v 2014 £766.80 (however expenses only stated £68.20).- Ticket sales £614.-Glow £252- Raffle £219.- 2015 saw a ticket price increase, however the bulk of the profit came from the extra (above). <p>Teas, coffees and Easy Fundraising</p> <ul style="list-style-type: none">- £77 <p>Car Park Raffle</p> <ul style="list-style-type: none">- To date takings £98 v full year £407.24.- Estimated a 50% drop versus last year as over a third of the way through the school year. <p>Kitchen</p> <ul style="list-style-type: none">- Profit £115- PTFA to pay £80 towards the kitchen trolley. <p>Restaurant raffle</p>

- £55 versus 2014 full year £166

Christmas cards

- Profit £450 versus £393.59

West Malling lights

- Profit £1118.86 v 2014 £264.48

- Flood lights this year kept the craft going much later. Had our pitch halved by previous PTFA members and this did have an impact.

- To note minimal outlay as using existing stocks and to make a note of the better selling crafts.

Secrets room

- Profit £678.10 v last year £708

- Takings of £778.50 roughly £195 brought in £4 which is pretty much full school participation.

Xmas Fayre

- Running profit £2143.64, debtors of £350.00 adjust to £2493.74 v last year £482.79.

- Must have been loss makers 2014 as perfume Tombola took £260 and chocolate stall £280 from memory. - Space was tight, people stayed longer. I would question having external traders? Revenue from pitch does not cover potential

Film night

- Running profit £815.31 v last year £1167.05 across 2 nights.

- Despite expected lack of support and the question over whether to do it, 166 attended, that's 45 that didn't or didn't pay.

- Suggest dropping in a spring or summer film night.

Nativity

- Donations and nativity brought in profit £403.53 v last year £550.80 however we understand last year was artificially high as the school's chosen charity collection was also given to PTFA in error.

	<p>Uniforms</p> <ul style="list-style-type: none"> - Bankings £1867.50 costs £2543.06 loss of £675.56 to date = PTFA funded. Expected to be held in stocks. - Some items we make a loss on, other items we sell at 100% more. Perhaps we need to consider adding 20% to the cost of all items in order to ensure profit. <p>Admin/ legal</p> <ul style="list-style-type: none"> - Bank mandate resolved and correct Charities commission updated to reflect current trustees. - PTFA insurance renewed - Ellie to action lottery licence. <p>Ellie is still waiting for some expense claims from the class rep's vis-à-vis Xmas presents.</p> <p>Overall £6,000 profit since September 2015...well done everyone!</p>
<p>2) February Disco Friday 5th February</p>	<ul style="list-style-type: none"> - This will be themed as the 'Valentine's disco' - George advised that we have lots of helpers but still require someone to lead both the KS1 and KS2 disco. - Jane Pusser to liaise with Laila regarding sausages for the disco. - Liz Seage to remind parents about cake donations in the next few PTFA mail's in order to ensure that we have enough on the night! - There is a 'Gravity Trampoline Park' voucher ready to be used in the raffle for this event.
<p>3 Fashion Show Monday 14th March</p>	<ul style="list-style-type: none"> - Vicki Kirkin is leading this event, but she still requires approximately 6 helpers (to include Maxine and Mel). - Timing: 4pm-8.30pm (event runs from 6.30pm-8.30pm) - 60 children can participate in this event. - Ticket price suggested at £5 - to include a glass of wine. Jane also suggested that we could

	<p>provide some nibbles.</p> <ul style="list-style-type: none"> - Ellie Earnshaw is able to make the tickets. - Ellie Earnshaw advised that we can sell alcohol with an events notice (costing £21). - Advertising event: Liz Seage to enquire about putting something into 'Kings Hill Mum's' Magazine. Ruth Powell to contact KM. - Vicki Kirkin to email Ruth Powell with some blurb for the KM.
<p>4) Mother's Day - Sunday 6th March</p>	<p><u>Ideas:</u></p> <ul style="list-style-type: none"> i) Fundraising Gift Shop - similar to 'Secrets Room'; all gifts sold at £3. ii) Wooden love heart engraved with children's handwriting. iii) Tea Towels iv) Bags for Life via APFS v) Afternoon tea with mum/grandmother/aunty etc. <ul style="list-style-type: none"> - Attendees voted for 'Afternoon Tea' option. - This could take place on Friday 4th March. (NB Book Week will also be in progress). - This event could be arranged via Houses. - Ruth Powell stated that every child can take part in helping to set up for the afternoon tea event. However, only those pupils whose mum/other relative is attending will stay for the event. - Year 6 could perhaps take charge of flower arrangements. Jane Pusser to ask her sister if she might be able to help with this. - Each child could make their mum (or other relative) a sandwich! - Perhaps the PTFA can organise some cakes for this event? - This would be a ticket event - possible cost of £3. - The PTFA can make the tickets for this event. - Ruth Powell advised that we would need to devise a letter to be sent home asap.
<p>AOB</p>	<p>1- Urn is currently not working! Jane Pusser</p>

will ask her husband to take a look before we purchase a new one.

- 2- Can we apply for a 'Bookers' card? Ruth Powell may need to do this. **Ellie** to investigate further.
- 3- Volunteers required to provide tea at the art exhibition on Friday 15th January (1.15-2.15pm). **Mel Mclean** to set this up.
- 4- **Ruth Powell** advised that there are two gas canisters that need to be collected (health and safety issue). **Mandy Harris** to liaise with the necessary people in order for these to be taken away.
- 5- Playground Up-date
 - Gary Nerdrum has assisted Ruth Powell in seeking a 'worst case scenario quote' for removing the bank and then extending the playground area. This is a project which could be managed in 3 separate phases:
 - **Excavation:** £16,000
 - **Timber retaining wall:** £18,000
 - **Playground extension and fencing:** £13,000
 - The Lottery only fund projects up to £25,000.
 - Ruth Powell is now seeking detailed quotes in order for this project to begin asap.
 - **Maxine Hewetson** suggested that we need to send home a letter explaining plans for the new playground asap.
 - There was some discussion about utilising the surplus soil to improve the current adventure play area on the field. A working party could possibly be established for this.
- 5- **Mandy Harris** suggested that we buy an 'A board' for advertising events at the school. All

	agreed that this would be a good investment.
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