



OFFHAM SCHOOL PTA MEETING
Tuesday 29th September, 2015

Attendees

Ruth Powell, Nicola Tallon, Mandy Harris, Sharon Killick, Ellie Earnshaw, Liz Seage, George Jackson, Vicki Thomson, Laura Massett, Laura Dixon, Kay O'Neil, Rachel Bushell, Lauren Elsaesser, Melanie Mclean, Innez Mockford.

Apologies

Tamara Spierenburg, Maxine, Hewetson, Jane Pusser

i) Comments from July minutes signed off by George.

| AGENDA | ACTION POINTS |
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| 1) Accounts - Bank account requires 4-5 signatories | These will include <i>George Jackson, Ellie Earnshaw, Jane Pusser and Ruth Powell.</i> |
| - Petty Cash | Value is currently at £180. |
| - Term 1 Car Park Raffle | The term 1 car park raffle raised £61 which is in the school safe. |
| - Brief analysis of 13/14/15 year end accounts: This year shows a much larger profit than last year. | Ellie raised a concern over uniform which appears to be making a loss. |
| - Stock holding | Ellie will review all stock (including uniform) and carry out a stock take. |
| - Easyfundraising This is currently not being used | We could achieve more gains from this if the school were to find a large business that could make |

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| <p>with any great success within the school.</p> | <p>purchases via this website for us. (NB Ryarsh School).</p> |
| <p>2) School Disco Friday 16th October. - The disco is booked and will be led by Laura Dixon and Kay O'Neil.</p> | <p>- KS1 disco and KS2 disco both need more volunteers.</p> |
| <p>- Suggestion made to utilise the new kitchen and cook 'real' sausages.</p> | <p>- Kay O'Neil to investigate costs of sausages (require 3 quotes). - Increase cost of disco ticket to £3.50 (or 3 tickets for £9 if you have a family of 3 children at the school) to cover the increase in costs.</p> |
| <p>- Disco stock items.</p> | <p>- George Jackson to alter the cost on the disco poster.</p> |
| <p>- Decoration of hall.</p> | <p>- Check 'flashing' stock items. - Clare Innes to hand over tattoos to Mel Mclean. - Query over Halloween theme.</p> |
| <p>3) West Malling Lights Sunday 29th November</p> | <p>- George Jackson, Jane Pusser and Laura Massett to organise and run this event.</p> |
| <p>-Xmas Puddings</p> | <p>- George Jackson queried whether or not we can sell anything other than crafts. There are lots of Xmas crafts to sell however. - George Jackson to liaise with the person in charge of the lights.</p> |
| <p>-Xmas Puddings</p> | <p>-George Jackson suggested purchasing 4 trays of 12 Xmas Puddings to sell at West Malling Lights and the Xmas Fete. These could be sold at £5 a unit. - George Jackson to liaise with Ellie</p> |

-Beauty Tombola

4)Secrets Room

Monday 30th December

5) Film Night

Thursday 17th December
3.30-6.30pm

Earnshaw once she has spoken to the person in charge of the lights.

- Ellie Earnshaw has offered to organise a beauty Tombola for this event. George Jackson to liaise with West Malling Lights committee.

-This event will be led by Maxine Hewetson.

- Setting up will take place on Sunday 29th November.

- Maxine Hewetson needs to liaise with Colin Killick regarding what time she needs access to the school as Mrs Powell cannot guarantee that she will be at school. Colin will also be helping with the set up of the lights and therefore will not be available all day.

- **Xmas tree** will be sourced by Mrs Powell for the PTA to put up on Sunday 29th November.

- Some concern was raised over this event taking place on the same day that the school attend the Pantomime. However, there is no other date available in the school calendar.

- Ellie Earnshaw advised that we should continue to run the event since it makes a good profit.

- Led by Ellie Earnshaw and assisted by Sharon Killick.

- Liaise with Leila (the new cook) regarding half time snacks - eg biscuits.

6) Xmas Fete

Saturday 5th December

-Father Christmas

- Need to book Father Christmas!
Rachel Bushell to investigate with a contact that she may have.

-Raffle

- Some prizes have already been sourced: Brunch for 2 at The Swan; Adventure Kidz family pass; Ice-skating family pass; Eagle Heights family pass; Leeds Castle family pass and a voucher for Gel nails.
- Can we get any more raffle prizes from large companies?

-Grotto

- It was agreed that the grotto will be not in the library again. Ideally this needs to be in the hall. Laura Dixon suggested that it could go into Rainbows classroom. This is to be put onto the next agenda.

-Grotto Gifts

- George Jackson suggested that we use the following website to source grotto gifts:
www.wrappedgrottotoys.co.uk
- We need to decide how many minutes children will be in with Santa and then order toys accordingly.
- It was agreed that we should purchase 90 gifts (every 2 minutes), since these can then be re-used if necessary.
- Further discussion of **Grotto** in the next meeting.

-Stalls

- Vicki Thomson suggested that we allocate the premium stalls within the PTA committee before then

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| <p>7) AOB</p> <p>(i) PTA notice board</p> <p>(ii) Xmas Fete programme - advertising within.</p> <p>(iii) Newsletter template</p> <p>(iv) Re-branding of 'PTA'</p> <p>(v) Review of annual spend - Hampers cost (£120)</p> <p>-Xmas gifts for the children</p> <p>- Sports day medals, Korf Ball and Music: 'Extra Curricular Activities' Budget.</p> | <p>asking parents to sign up for help on the day.</p> <p>- Ellie Earnshaw has advised that the notice board will be moved on to the grass slope.</p> <p>- Mrs Powell advised that it is ok for companies to advertise within the programme if they have supplied us with a raffle prize.</p> <p>- Ellie Earnshaw is going to work on producing a template that can then be used for PTA communication.</p> <p>- There is possibly a requirement for us to re-brand ourselves as 'Parents, Friends and Teachers of Offham Primary School'.</p> <p>- Query over the hampers cost. Suggestion made to stick at the allocated budget for this. It was agreed that this does not have to be a hamper.</p> <p>- Could use: www.wrappedgrottotoys.co.uk - liaise with the class reps nearer the time.</p> <p>- Ruth Powell suggested that £500 be allocated to pay for all of this, thus making the spend more inclusive of all types of activities.</p> |
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(vi) Mandy Harris

-Mandy suggested that we should purchase a fundraising thermometer. George Jackson will put this onto the next agenda for discussion.

(vii) Harvest Festival
Monday 5th October

- Volunteers required to pack boxes. Mrs Powell has the boxes for this.

(viii) Providing refreshments at events over the next 2 terms.

Liz Seage to email committee with details of dates that require volunteers to serve teas and coffees.

Meeting closed at 9.15pm

Next meeting scheduled for **Tuesday 3rd November.**