

**Minutes of PTA Meeting at Feniton Sports & Social Club
7:30p.m. Wednesday 12th July 2017**

Present:

Gemma Bailey, Helen Brandom, Elaine Cadman, Lucie Wright, Jo Staddon.

Apologies:

Lisa Rundle, Charlotte Boyes, Jo Smith, Helen Olliff, Donna Grant, Lorna Davis, Emma Mullanger, Angela Lloyd.

1. Minutes:

The minutes from the previous meeting were read and signed as true record.

2. Chair's report:

Feniton PTA are very excited to announce that fundraising over the last few weeks has been hugely successful!

Thank you to everyone that has bought a ticket, sold a ticket, turned up, thrown a ball, danced, donated prizes, donated money, given their time, attended meetings, volunteered, had fun and joined in!

The sell out 80's Disco, raised £520.86!

This year's Fun Day Raffle and coconut shy raised £1000.00.

This Friday 7th July, we've requested donations of scones, as we will be offering a cream tea at the children's music festival.

If you can bake or buy scones, please let the reception team or Gemma Bailey know, and drop them off in the practical area on the day.

Friday 14th July will see our children bopping to Black Velvet Mobile Disco, the charge is £2.00 per child, (please note there was an error in the note sent out) and includes the disco, sweets and drinks. - we also need volunteers to man the doors!

On Monday 17th July, we will also be providing cakes and refreshments. Please donate your cakes and biscuits on the day.

Once again, many thanks for your continued support!

3. Treasurer's report:

Petty cash and bank account all balanced.

80s disco £520.86

Arts week £85.50

Norwex £11 (raffle) + £64.82 (sales)

Music Festival £180

Fun Day £1000

Yr 6 Leaver's hoodies are all paid up.

Cheque for bookbags -£151.20

Bank: £3653 (30/06/17) + deposits will take it to £4927.28.

Petty cash: £162.77 + disco money

Still owe this term's cheque to school (**EC**). Honiton Sport's invoice/payment outstanding (**GB**). Need ideas from school for next large project to be funded. **GB/AP**.

4. Events

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<p>80s Disco 24/06/17 Gemma Bailey / Jules Barrass</p>	<p>Sold out – 100 tickets. Easy to organize (club/disco/glowsticks/BBQ/raffle). Raffle big success – many last minute prizes. Thank you to Emma Smith & Zoe Flockhart (BBQ), Helen Chapman (photos). Glowsticks – cheaper at Pound Shop BBQ – leftover meat sold as few ate on night. Either BBQ later in evening or alternative food. Maybe increase ticket price to include food. Requests for similar themed event, possibly annual: 1960s/1990s/year you were born.</p>	<p>GB/JB – review form GB - chase DJ for invoice</p>
<p>Norwex Party 30/06/17 Jo Smith</p>	<p>Only 7 people attended – conflicted with busy school/PTA calendar. Linked to school activity. PTA would support another school project, although not necessarily sales-linked.</p>	<p>JS – review form</p>
<p>Feniton Fun Day (Coconut Shy & Grand Draw) 02/07/17 Gemma Bailey / Jo Staddon</p>	<p>Coconut price now 70p each (not 50p) for 25/bag (Dart Fresh). Otter Produce 72p each. West Hill fete donated leftover coconuts. 50p/3 throws not enough but signs already printed. £1/3 throws next year. Not all equipment ready on Sunday morning – no wooden balls (tennis balls worked OK). Need 2 poles, rope and wood strip (children's line). Grand Draw: Huge thank you to Jo Staddon for great job asking for prizes & selling tickets. Tickets from QuickprintUK Ltd. (1000/£33.60, 2000/£40.80, 3000/£48.00, 4000/£55.20). 4000 printed, approx. 1300 sold. £40 spent on stamps to post request letters, and also S.A.E. for responses (e.g. Eden Project, Exeter Chiefs). More successful if approach companies direct/face to face for prizes. Include Gift Aid next year. Start planning after Easter.</p>	<p>GB – finish review form</p>
<p>Summer Music Festival (Refreshments) 07/07/17 Gemma Bailey / Jules Barrass</p>	<p>Thank you to the Cream Tea Society, Rodda's & Tiptree (donated clotted cream & jam), plus all who brought in scones/milk & helped on day. Priced up jam 28p/jar (Aldi), clotted cream 908g (Rodda's, Sainsburys) £5.50. Donations rather than fixed price worked well. Takeaway cream teas good idea, in date cream/scones/jam kept for Sports Day. Gemma donated tablecloths, need more tea towels & more info in advance on who bringing scones etc to manage quantities better.</p>	<p>GB/JB – review form</p>

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Disco 14/07/17 Lucie Wright / Gemma Bailey	Same DJ as for 80s disco. £60 for both KS1 & KS2. Good turnout for KS1, less for KS2 (clashes with Little Mix concert) – need to arrange sooner in advance next time. KS1: 10 helpers + 3 parents staying KS2: 9 helpers in total (2 not until later). Costs covered, cash to be collected from school. First Aider Lucie Wright.	GB confirm DJ still coming, and to bring invoice. LW buy sweets, print register lists LW/GB – review form
Sports Day (Refreshments) 17/07/17 Lucie Wright / Gemma Bailey / Jo Staddon / Helen Brandom	Sign up sheet outside office – several people promised help but not officially signed up. Use left over cream teas from Music Festival, plus extra cakes.	LW sign up rota/cake donation requests. Freeze lollies for children. JS gazebo HB 6pts milk
Blue Bags July? Lucie Wright / Katie Upton	Need to confirm if collection before end of term.	LW/KU follow up
Ice Lollies	Moneymakers running this as were looking for low maintenance fundraiser that the children could help with.	
Scarecrow Hunt August / September? Fiona Isaac / Jules Barrass	No update/details available	GB to follow up
Commando Challenge 29/09/17 Gemma Bailey / Helen Brandom / Lucie Wright	No update/details available	GB enquire if Bear Trail able to help (inflatable obstacle course?). Note/sponsor forms to go out at end of term (including Gift Aid).
Gifts Galore 11/11/17 Sharon Mortimor / Gemma Bailey	No update/details available	GB/SM to follow up if anything required
St Andrew's Fayre 25/11/17 Sharon Mortimor / Gemma Bailey	No update/details available	GB/SM to follow up if anything required

5. Fundraising Target Review (£8000 Sept 2016-2017)

Current total stands at £7178 approximately, leaving £821 to raise through disco, blue bags, Scarecrow hunt and Sports Day.

6. AGM

GB to arrange notes to go home with every child first week of new term, start posting on Facebook at end of August.

Re-elect all committee positions, review constitution, annual reports from Chair & Treasurer.

7. AOB

- 100 Club – Jo Lane & Clare Humphries taking over from September.
- New logins requested for PTA UK to access insurance cover, documents, update details.

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- Logo competition (entry fee, cash prize/book token, remainder to school library) to use on letter heads etc. Entry form with box including registration number. October half term.
 - Collaboration with school to optimise communications with parents (emails/notes/newsletter).
- GB/AP**
- Consider funding Yr 6 transport for King's Transition Week next year.
 - Suggested purchase lunch boxes for free school meals to use on trips.

8. Date of next meeting: AGM - Wednesday 20th September 7:30p.m, Feniton Sports & Social Club

Meeting closed 9:35p.m.