

MINUTES

Howley Grange PTA Minutes

July 7th, 2011

In attendance

Julie Egerton (JE)
Amanda Simons (AS)
Kate Wolstencroft (KW)
Claire Corbett (CC)
Paula Bates (PB)
Liz Cottle (LC)
Glen Nicholls (GN)
Tracy Worton (TW)
Dave Guest (DG)
Nic Cannings (NC) - Secretary
Zoe Cilliers (ZC) - Treasurer
Zillah Williams (ZW) - Joint Chair
Nicki Bolton (NB) - Joint Chair
Simon Duncan (SD) - Head
Angela Lewis (AL) - Deputy Head
Dave Hill (DH)

Apologies

Doreen Corser
Sue Whitehouse
Anna McSporrان
Sarah Coton
Martine Cook
Julia Cannings

Welcome

The meeting was called to order by ZW at 7:20 p.m.

Apologies and approval of the Last meetings minutes

Apologies were submitted and the minutes from the last meeting were circulated and unanimously approved

Fete Wash Up – Lessons Learnt

NB began by confirming that the Fete had been a huge success and informed everyone that a lot of positive feedback had been received from Parents and Staff, in particular that the event had generated a real feeling of excellent community spirit. SD reinforced this by commenting on the fact that people stayed well past 4.30. He thanked everyone for their efforts. Final Total confirmed as £5,120.88.

• Lessons Learnt:

1. Crockery smashing may need to be looked at next year from a Health & Safety point of view as there were several minor injuries which resulted in people needing plasters for minor cuts.
2. St. John's Ambulance were not in attendance at the fete as they had a prior booking. This meant that we only had 1 official first aider on the day, DH, and much of his time was taken up with treating the injuries sustained on smash the crockery. Next year we must book St. John's in advance
3. JE pointed out that some families had complained having arrived late, that some stalls had already finished e.g. beat the goalie which was more or less a giveaway and finished in 20 minutes. SD suggested the use of an inflatable Penalty Shootout which had been used in school.
4. Variety of new stalls was a good idea (e.g. the Golf Pro stall). Green Leaves said it went very well and has already booked for next year.
5. Shortage of helpers didn't work well. Whilst we had the army cadets for the day we did not have sufficient adult helpers to run all the stalls, and those people who had only volunteered for an hour or two finished up staying much longer. ZW personally thanked PB for helping in the kitchen all day.
6. As a result of the shortage of helpers the Bag drop could not be run on the day despite many people commenting on what a good idea it was.
7. The idea of "Coordinators" for stalls was suggested to help recruit helpers for the day.
8. The Mug stall didn't work particularly well this year and only managed to raise £74. It may need to be rethought before next year.

9. The Drinks stall needs to be split out from the kitchen as it was felt that the queue's may have deterred some people from waiting for food.
10. Clearer signs for toilets needed to be put up on the day
11. It was suggested that the 10% donation from the Ice Cream vendor may be reviewed as there was some question that there was only £400 taken, and some people had suggested that the prices had "fluctuated" throughout the day.
12. Pricing needs to be clearer, and for all stalls rounded up as much as possible to avoid issues of change running out causing delays.

ZW requested volunteers to be in school to assist with loaning the trestle tables, and giving the leftover toys to Lapal PTA for their fete. LC kindly volunteered to be in school for this.

Quiz Night

Only 18 tickets sold so far. Tickets distributed to push sales on Tuesday & Wednesday (mop up on Thursday) DG volunteered to prepare the food. NC will cover the bar with SD. LC, AS & ZW will waitress. Year 6 need to bring tables down for set up. GN & ZC will help set up. Sue Whitehouse likely to take tickets on the door. – NC to sort out the stock for the bar.

AGM

- **Chairs Report:** NB & ZW confirmed that it had been a lot of hard work and a steep learning curve for both of them. Request for more new PTA members, and new events (such as the portraits and pamper evening), as well as continuing with tried and tested ones. ZW stated it was a great achievement considering the donations to charity that had been made this year which have not been in previous years (Children in Need & Red Nose Day). PTA is now in a position to apply for Charitable Status as we now have 3 years audited accounts. Thanks again to previous committee for handing over so well.
- **Treasurers Report:** ZC circulated all figures YTD showing we have raised in excess of £6,000. Cash in the bank currently £5,832.43 (£78.08 in Petty Cash box) This figure does not include cheques that have yet to clear. A weather station is to be purchase and also the "Big Spend" item is going to be a mini Bus for the school. Hopefully we have a resource lined up that may be able to provide us with a 16 seater around September time which comes fully serviced and can be marked up with the school logo. Sponsorship was suggested to assist with running costs once the vehicle has been secured.
- **Election of New Committee:** ZW was voted in as the new Chair, thanks given to NB for helping to establish the new committee by joint chairing the first year. ZC ran unopposed for Treasurer and was voted in again. NC was voted in as Secretary and NB was given the new role of PR/Marketing Officer.

Any Other Business – Schedule date of next meeting:

The next PTA meeting is scheduled to be held in school on Tuesday 20th July 2011 at 7pm.

Meeting was closed at 9.55pm