

# Minutes of the PTA Committee meeting 3<sup>rd</sup> November 2010 7:30pm

## 1. Present and Apologies

Present: Stephen Lea, Graham Begg, Peter Kemm, Elaine Stewart, Justine Bark, Sarah Hanson & Tony Hanson, Melda Baxter, Helen Grieves

Apologies from Avril Kiff, Emma Dunn, Peiqiang Wang & Vicki Adams

## 2. Minutes of Previous Meeting

**7B** List of signatories to account are not the same as trustees. Trustees are Simon Windisch, Peter Kemm, Graham Begg, Stephen Lea. Signatories are Simon Windisch, Elaine Stewart, Terri Gregory and Stephen Lea

**7D** Rhona's name was misspelled

**8B** Graham spoke to Gavin Murdoch and Simon Windisch to try to streamline communications, to put more information in the newsletter, calendar, and via Teachers to Parents.

**10** Claire's surname spelled McDonald and Terri with an I

**11** Activities are still ongoing. We need to decide on a reasonable starting price for the price escalator. Stephen Lea says we need to have a separate pool meeting to look at pyramid pricing (after the Christmas fayre) **Simon Windisch to let Liz Parsons and Victoria Randall know this (done).**

People responded well to the parents evening signup. Graham Begg has another 15 names to add. **He will email these to Simon Windisch**

## 3. Treasurer's report

This is available at <http://www.school-portal.co.uk/GroupDownloadFile.asp?GroupId=583904&ResourceID=3476690>

**a.** Stephen Lea has warned the independent examiner that we are nearly ready to have our accounts examined. Elaine Stewart says that children are ready to pool their cake sale money for the grounds development (they have listed specific things). Not for livestock.

**b.** The TENs form for the Quiz has been delivered (and now has been approved by Wokingham), also for the Christmas Fayre. **Elaine Stewart will find the Christmas TENs form.**

**c.** Some of the items that make up the bill from the school might not come through for this year. We appear still to be in the black taking into account the Christmas Fayre and Quiz.

**d.** The smaller newsletter was very effective. Thanks to Lyn Benham for doing this.

## 4. Crocus Bulbs

**a.** Included document:

Mrs Stewart,

I wondered if Aldryngton would be interested in supporting the Rotary Club/Polio vaccination campaign - it doesn't cost the school anything! (details are below).

Every bulb costs 20p so it is suggested that each child brings 20p and that they can all then be planted - in a mass plant out? This could be part of the overall improvements to the grounds? The Rotary Club of Maiden Erleigh has approx 1000 bulbs left, which I can get.

For the last 25 years Rotary has been working hard to rid the world of polio - a terrible disease that can kill or severely disable children.

Today this disease, which used to maim even in the country, is now mainly confined to India, Pakistan, Afghanistan and Nigeria where it is still endemic - and Rotary is now tantalisingly close to achieving their aim. In 2009 the Microsoft billionaire Bill Gates challenged Rotary to match fund by June 2012 the \$200 million that he has donated to the organisation. Almost a year later into the project \$128 million was raised.

For the second year running, Rotary members will be involved in a series of **End Polio Now** events across England, Scotland, Wales and Northern Ireland to raise funds for the initiative. To coincide with the 2011 campaign Rotary is planting millions of purple crocus bulbs during October 2010 which will flower in February 2011.

The reason they are purple is because it is the tiny dab of colour on a child's finger that indicates the child has been inoculated against the deadly virus. **"Purple Pinkie Power"** has helped save the lives of many millions of children.

Bill Gates will pay for polio vaccinations if the International Rotary Society match money by selling crocus bulbs.

**b.** Bulbs need to be planted outside by children. Supervision is needed. 100 bulbs should go easily, perhaps in the shaded area by trees? Who will sell the bulbs? Sarah Hanson has already paid for them so we don't need to pay. Melda Baxter is happy to give them a hand if it's a small group. We have enough trowels. Elaine Stewart suggests that it is best if foundation put them in their raised beds. Melda Baxter will help. We need to come up with a date. **Melda Baxter to liaise with Elaine Stewart.** We could make a laminated poster to advertise this fact. **Sarah Hanson to send Simon Windisch a logo.**

**c.** Elm trees: the saplings should arrive in next few weeks with advice on planting. We can go onto a website to register the sapling and track its progress online.

**d.** There are more sources for free trees e.g. woodland trust hedgerow pack but do we have room? Also tree appeal and carbon offsetting fund.

## 5. Quiz

**a.** Prizes: Graham Begg has got chocolates Justine Bark has bought prizes there will be four spot prizes - wine, chocolates, and for kids prizes a DVD and a hop and pop game. Also cinema tickets have been purchased.

Raffle prizes include chocolates, a jelly bean pack and an iPod docking set. **Graham Begg will bring tickets on the night. Justine Bark to give all prizes to Emma Dunn.** We also have a tub of Roses for the raffle and ten All Gold boxes, of which two will be used for spot prizes. the rest for Christmas.

**b.** Buying: **Justine Bark will get Sprite, Pepsi, J2Os, wine and beer.** It's transferrable for Christmas so she will get a lot. Savouries for the table, we need bowls, **Stephen Lea to bring.** Also buy 48 cans each of lager and bitter. **Stephen Lea will get an additional advance of extra advance of £250 to Justine Bark.**

**c.** Setup: Pei will help at 6:30, also Stephen Lea and Graham Begg. **Simon Windisch to set up PA.** Nina and Yvonne to help with scoring and prizes. Stephen Lea will sell raffle tickets on the night.

**Simon Windisch to do garage stocktake. Justine Bark to get 10 more raffle books.**

## 6. Christmas Fayre: actions and decisions

Graham Begg's christmas planning list is included below.

### AT PLANNING MEETING

- Ensure Santa has been booked
- Ensure TENS request for alcohol licence has been submitted
- Consolidate list of volunteers from previous events
- Decide which stalls will be at the fayre
- Determine which stalls will need resourcing from the volunteer list
- Determine event map
- Decide if there will be any pre-event competitions
- Decide if anything can be sold via tickets
- Agree on prize sponsorship letter - get headed notepaper
- Sort out refreshments
- Sort out external providers, e.g, Parker's bouncy castle
- Sort out pool club signup pricing policy
- Sort out wrap-a-present
- The Talent Stop

### IMMEDIATELY AFTER MEETING

- Book Santa
- Submit TENS request
- Sort out cash lottery tickets
- Publish volunteer list details to committee
- Create tickets as required and give to Lyn Benham to sell
- Publish relevant details in PTA yellow newsletter with reply slip for tickets
- Send a Txt2parents
- Create an event programme
- Contact volunteers for help, allocate to stalls or pre-event tasks
- Contact local companies for prize sponsorship
- Contact refreshments coordinator
- Contact external providers

### AT LEAST TWO WEEKS BEFORE

- Stock check: raffle tickets, tape, wrapping paper, booze, santa toys
- Get raffle prizes

### DAY BEFORE

- Set up grotto
- Set up Christmas tree

1. Santa booked - yes by Avril
2. TENs request yes
3. List of volunteers. yes
4. Governor's raffle. not this year.
5. Adult gifts
6. Waffles
7. Indian food
8. Refreshments, Brownies helping.

9. Cathy Begg to run crafts. Scraper foil, Fill a cone. tattoos.
10. Cookie decorating by Julie Culham. Stephen Lea to oversee pricing.
11. Bottle tombola, teddy tombola and card game by middle school.
12. We need to centrally schedule all stalls including middle school.
13. Wii bay (Game swap shop) - not such a good idea.
14. Wii jump - Wii with a balance board on skii jump. Have three goes with a prize if you get over 100m. We will attach it to a projector in the chair/table storage space in the hall. **Elaine Stewart to supply walking poles.**
15. Sell uniform in with the bottle tombola. Ferrets in that room as well.
16. X-Mas Factor: Children to donate pictures of teddy or toy with Christmas decorations Voting by sticker, winner to get a rize.
17. £3 for a santa ticket.
18. Grand prize draw prizes of £150 £100 and £50. There will be 4,000 tickets, to go out via pupil post. **Justine Bark to organise.** tickets out by 19th November, tickets back by close of play Friday 3rd Dec.
19. Set up Santa's grotto the night before.
20. Labyrinth for children waiting? Decided not to do this.
21. Christmas tree to go up on Friday before the fayre. **Simon Windisch to give Christmas lights to Helen Grieves.** The tree is to come down on the afternoon of the 17th. Need to organise helpers for that.
22. Photos with Santa. Instant photos stickers on cards
23. Adult gift stall? What to do for adults? Trade people allowed in? Loddon PTA craft market. raised £1000 by charging £15 per stall for 30 stalls plus refreshments and raffle. Stalls that do massage and makeup. PTA charge £10 a ticket and stalls do it for free. Peter Kemm to sort out some stall holders for Terri Gregory's classroom.
24. Aldryngton gift stall? not going to happen.
25. GB got letter from company who offers a prize for academy for publicity (worth £250)
26. Somebody to put up posters around the area and on the website.
27. Wrap a Present sorted Alice understudy. Is WAP too cheap?
28. **GB to send flyer text to Simon Windisch and Simon Windisch to produce flyer.**
29. Send out "begging letters" on school headed note paper, who is to do this? **Graham Begg to contact Noreen Hashmi** to do this. **Peter Kemm to provide "Hitlist"**  
Thank you list on flyer.

## **6. Iron Man Challenge - to sponsor or not to sponsor**

The debate was "are we going to do it?" Are we going to pay for teams to enter or are we going to ask for parents to pay. If they do pay they're less likely to pull out.

We decided on a 50-50 approach - £60 per entry from us, £60 from parent.

We won't mention this in the newsdrop.  
How much can we realistically raise? We'll advertise this and see what response we get.  
We'll do the advert, to go out next week. **Graham Begg to revisit words and get them out.**

## **7. Cake sales coordinator - next sale is 11th November and we have no-one to do it (8.45)**

**Graham Begg will contact Siama. Melda Baxter will help on the 11th**

## **8. Funding Requests**

None

## **9. Any Other Business**

Peter Kemm mentioned skating rink for next year's Christmas Fayre

PTA garage: the useboard has blocked access. At some point we need to sort it out, possibly in a work party.

Lyn is doing a Pudsey bear fund raising on Nov 18/19th. Elaine Stewart is baking a "Mrs Stewart signature cake". School to do this in PTA's name.

Ecoschools' initiative - school will register at some point.

## **10. Date and time of next meeting.**

Tuesday 18th January at 7:30pm

The meeting finished at 9:15