

Aldryngton PTA

Minutes of PTA Committee Meeting 21 October 2008

Present.....	1
Review of recent events	1
Treasurer's Report	1
Cake Sales and Reimbursement.....	1
Communications	2
Christmas Fayre Planning.....	2
AOB	3
Next PTA Committee Meeting.....	3

Present

Justine Bark

Sue Beasley

Graham Begg

Peter Chamberlain

Emma Dunn

Ian Head

Avril Kiff

Stephen Lea

Usha Mistry

Ruth Shelton

Elaine Stewart

Nina Walker

Simon Windisch

Review of recent events

Ian summarized the recent Family Quiz evening which all agreed was a success and would be likely be repeated on an annual basis. Thanks were given to Nina and Emma for their hard work preparing and conduction the quiz itself.

Treasurer's Report

Stephen gave a review of accounts and mentioned that a decision we due from Simon regarding the purchase of a media projector. Otherwise, there were no issues to report.

Cake Sales and Reimbursement

Usha asked whether the current system of reimbursement was working or worth reconsidering. A standard reimbursement form was reviewed. In general, it was agreed that the children in the class doing the cake sale should be given the opportunity to decide what the money raised is to be used for, and any purchase or donation should be communicated as soon as possible after the sale. Within reason the PTA are happy to continue to fund purchases out of general funds, even if in some cases the funding effectively creates a subsidy for the event.

Communications

Graham suggested that to improve the efficient running of PTA events, especially by volunteer event coordinators from outside the PTA committee, it would be useful to document the roles of each committee member and produce a checklist for each of the major PTA events such as Quiz Night, Bingo, Christmas Fayre, etc, to include reminders for issues such as food pricing, ensuring gaming and alcohol licenses are in place, etc. It was also suggested that this information be accessible online via the PTA website. It was generally agreed that this would be a good idea to pursue; Graham will produce a set of skeleton documents for review.

Christmas Fayre Planning

A santa has been booked, but do we still need to find an organizer for wrap-a-present (Jane Edmunds? – Avril will ask)

Many ideas were suggested for the Christmas Fayre. In the general discussion it was agreed that this year...

- Food stalls will be set up in the main hall, pricing to be realistic
- Mulled wine will be sold at a suitable point near the main entrance to the fayre
- There will be at least one chocolate fountain, chocolate donations to be requested via non-uniform day.
- Alison T will run a craft area as per last year
- There will be a Christmas Draw with cash prizes as per last year – Graham to find out if lottery license is required before tickets are printed. 4000 tickets required.
- Bottle donations for non-uniform should be requested to be ‘quality’ items.
- Possible ‘pound stall’, with items to be Christmas-themed or colour-themed (e.g. gold, red, green, etc). Can be donated or Justine can purchase items.
- No commercial stalls will be permitted
- No bric-a-brac stall

Further planning to be conducted at next PTA meeting

AOB

Suggestions were made for other fund-raising events including more bingo, and a film evening (though we would have to check performance rights issues). Avril suggested an event involving “The Pod”, split out by lower/middle/upper school groups. Avril will investigate costs for a possible spring/summer 2009 event.

Emma Dunn requested that the PTA fund the purchase of a set of 16 text books at £6 per book, to support the history curriculum for middle school lessons on the Saxons. The committee unanimously agreed to fund this purchase.

Ian suggested the PTA investigate the purchase of a good-quality gazebo to support outdoor events.

Next PTA Committee Meeting

Set as Tuesday 18th November