

# WYBUNBURY DELVES PRIMARY SCHOOL

## PTA MEETING MINUTES

WEDNESDAY 15TH JANUARY 2020

6:00PM

### **IN ATTENDANCE**

Mrs Chesters

Miss McCurrie

Danielle Stonier (Chair)

Sarah Levins (Vice-Chair)

Sarah Mellor (Secretary)

Jenny Sykes (Treasurer)

Claire Wilmot

### **APOLOGIES RECEIVED**

Katie Buckingham

Dannii Perry

Jo Bryan

Sarah Bielby

Rachel Williams

Nikki Pascall

### **PURPOSE**

Plan events for the school year ahead and tasks that need to be completed to finalise the setup of the PTA.

### **APPROVAL OF MINUTES**

The minutes from the initial PTA set up meeting to be read and approved at the next meeting

### **AGENDA TOPICS**

- **Clarity on whether we still need to register as a charity**
  - not yet set up as a charity
  - cannot be done until bank account is completely active, currently waiting for bank cards to be sent out, all paperwork regarding this has been completed during the Christmas break by Jenny Sykes and Sarah Mellor
  - Danielle Stonier to research how we go about setting up as a charity, suggested looking at the PTA website
  - Public liability insurance needs to be sorted once set up, Danielle Stonier to also research how we go about getting set up
- **Treasurer update**
  - £134.20 total raised to date (profit)
  - Jenny to email out accounts so far

-Bank sending information out so other pta members can sign a waiver to authorise online transactions

-agreed the Christmas quiz will be more popular/raise more money in 2021 after the children saw the prizes given out during worship

- **Distribution of letters to businesses**

-school have received a £15 Bridgemere voucher from the letter drop done by Sarah Levins 😊

-Business agreed to target now for raffle prizes are as follows:

- \*Sainsburys (Sarah Levins)

- \*Morrison's (Sarah Levins)

- \* Tesco (Sarah Levins) – Hayley is a potential contact in the charity department. She was a contact for Miss McCurrie and team Lewis.

- \* Mornflake (Jenny Sykes)

- \*JJ Studios (Sarah Mellor)

- \* Stapeley House (Sarah Mellor)

- \*Co-op

- \*Spa

- \*Boars Head (Claire Wilmot to revisit)

-Businesses agreed to target for donations for the Summer Lights festival are as follows:

- \* Boars Head

- \* Playworld

- \* Cheshire Ice Cream Farm

- \* Snugburys

- \* Alton Towers

-Vouchers from Beauty by Katie and Sarah Louise Hair and Make-up have also been donated.

-Thank you very much to Nikki Passcall, Clare Bratt and Steve Buckingham for kindly donated prizes

-Raffle License application (Danielle Stonier to research)

-Any donations received from the above companies to be placed in a raffle

-Wednesday 29<sup>th</sup> January, Festival of Lights disco at school. Agreed to set up a parents escape room where the PTA will be on hand to serve hot/cold beverages, meet the pta team, drum up some more support for pta, potentially sell raffle tickets depending on licensing rules. Suggested to set up in the conservatory. Sarah Levins to write a paragraph advertising this to be added to the end of the schools email about the disco.

-Raffle tickets to start being sold on Wednesday 29<sup>th</sup> January and closed on Wednesday 12<sup>th</sup> February. Drawn on Thursday 13<sup>th</sup> February (last day of term). All dependant on licensing and if it allows.

-PTA volunteers to help sell raffle tickets on the following dates 29<sup>th</sup> January, 11<sup>th</sup> February and 12<sup>th</sup> February.

- **Setting up School lottery**

- Jenny Sykes to look into further, however initial research has shown it is free to set up but we would need to have a PTA logo.
- Logo design competition, open to all years across the school
- School governor to choose the winning design
- Jenny Sykes agreed to design a crest outline to send out to all the children

- **Proposed Calendar of events for school year ahead**

- January 2020 – raffle open 29<sup>th</sup> January
- February 2020 – raffle closes, 12<sup>th</sup> February tbc
- April 2020 – Easter Film Night, Wednesday 1<sup>st</sup> April
- June 2020 – Fig Pie Wakes, Saturday 6<sup>th</sup> June
- July 2020 – Summer Film Night, Wednesday 1<sup>st</sup> July
- July 2020 – Summer Lights Festival, Friday 10<sup>th</sup> July

Other ideas/suggestions for events are as follows:

- separate meeting to be held to discuss Fig Pie Wakes and Summer Lights Festival
- Fig Pie initial ideas to include the choir, performances by the school, tombola, face paints, transfer tattoos, face glitter
- Potential Christmas Fayre?
- Alternate idea to Christmas Fayre, Christmas show over 2 nights. Looking to involve the Choir, computer club and dance club. Computer club to design tickets sold at £5pp. PTA to sell mulled wine, mince pies, popcorn etc another opportunity for a raffle?
- Make more of the tower trust carols night
- Present room, save for 2021? Allow the children to choose a gift for mothers/fathers day. Gifts donated by the PTA. Allows those children less fortunate to get a little something for their parent/guardian/carer.
- New starters meeting, PTA to have a table to promote and welcome new families into the school, date to be confirmed.
- Pyjama party for new starters, meet PTA?

- **Allocation of tasks/events to committee members**

- Jenny Sykes volunteered to design a spreadsheet to keep up to date with allocation of pta members to events and any other parent volunteers
- Volunteers needed for the following dates
  - \* 29<sup>th</sup> January – PTA parent escape room at the festival of light disco
  - \* 11<sup>th</sup> February – PTA table selling raffle tickets tbc, drumming up support at parents evening
  - \* 12<sup>th</sup> February - PTA table selling raffle tickets tbc, drumming up support at parents evening
  - \* 1<sup>st</sup> April – Easter Film Night
  - \* 1<sup>st</sup> July – Summer Film Night
- Facebook PTA community page to be set up, Sarah Mellor to create and add admins to post future events and news
- PTA board at school including a money raised total, reasons to join the pta, wish list from the teachers? To be done by PTA members, pupils?
- Sarah Bielby and Jo Bryon could we set up a summer lights meeting with you?

-Licenses and Insurances research – Danielle Stonier

- Letter drops to businesses – Danielle Stonier, Sarah Levins, Sarah Mellor, Jenny Sykes, Claire Wilmot

- **AOB**

- Speak to Kate Hughes in the school office regarding insurances

- Claire Wilmot volunteered to look at planning numbers of helpers for events in the calendar

- **Next meeting date, time, location** – to be agreed

**Minutes Approved by:**

**Date Approved:**