

King's Meadow School Parent Teacher Association
Registered Charity No. 1040217

Wednesday 10th November 2021 at 7.30pm KMS Meeting Room

COMMITTEE MEETING

Ordinary Business

- 1] **Attendees:** Becky Nash (Chair), Katherine Eley (Vice Chair), Claire Few (Secretary), Michelle Dye (Vice Secretary), Dawn Lewis (Treasurer), Mrs Powell (Teacher), Mrs Merrett (TA), Nicki Baynes (Committee Member), Fiona Holman (Committee Member), Craig Williams (Parent), Anthony Connor (Committee Member)
Absence: Mrs Daulton (Head Teacher), Nicola Scales (Committee Member), Miss Roche (Teacher)
- 2] **Minutes of the Committee Meeting AGM held on Wednesday 15th September 2021 –** Agreed. To be forwarded to the School Office to be shared on the School Website. **Action Required MD**
- 3] **Matters Arising from the Minutes:** None
- 4] **Treasurer's update:**
 - £6719 in the bank account at the end of October with an extra £1643 on STRIPE.
 - Disco in October £792.80
 - Christmas Cards £1720 in PTA events and £145 in cash. PTA made a profit of £750.
 - £2013 paid out for International Week
- 5] **Code of Conduct:** All new members signed a copy at the meeting. These are the guidelines and contract of what committee members are expected to do.
- 6] **Christmas Fayre:** Kathryn has sent a set of instructions to the Teachers of what the PTA would like on the day with regards to setting up and where stalls that teachers/children are running. Mrs Merrett and Mrs Powell confirmed this had been shown to Mrs Daulton.

All cakes (including those that are made at home) that are sold at the fayre need to have a list of all ingredients and their brands on display. This is under the new "Natasha's Law" that has come into force.

Year 6 Games, Mrs Merrett and Mrs Powell will be arranging with the Year 6 students.

Foundation Unit and Reception will be doing the crafts stall, baubles that you decorate, have been ordered for this.

An elderly couple kindly donated some handmade baubles to the school to sell at one of the Schools events. It was agreed at the meeting that the PTA would sell these at the Christmas Shopping Event on the PTA stall.

Tombola Gifts – Years 1 and 2 to bring in filled jars on the 3rd December, Years 3, 4, 5 and 6 to bring in bottles (alcohol, soft drinks, bubble bath/shower gels). The jars need to be promoted in Years 1 and 2 to new parents so they are aware of what they need to fill the jars with. Mrs Merrett and Mrs Powell to ask the office to put a reminder in the Newsletter.
Action Required: Mrs Merrett / Mrs Powell

Need a massive push for volunteers on the day from setting up, running stalls and packing up. **Action Required: All**

Cake stall – the PTA asked do they need to be individual ones or can we slice a large cake? Mrs Merrett / Mrs Powell confirmed whole cakes are OK to be served and do not need to be sliced.

Bunkers Hill has given the PTA some flyers to be given out on the day. They give the buyer a discount on their purchase and the School also receive a commission of the price.

Raffle books to be distributed very soon. Mrs Powell to circulate to the classes. Tickets cost £1 per ticket and each child to receive 2 books each. Once they have been sold, they can be returned to the PTA box next to the front office.

- 7] **Christmas Shopping Event:** To be held this Saturday 13th November. PTA have 27 stalls at a cost of £10 per stall, the PTA are not receiving any profit from what they sell. The PTA has paid for 3000 leaflets which have been distributed.

If the Shopping Event is a success, it could be possible for a raffle prize for future events.

All donated gifts to the PTA throughout the year to go on a PTA stall at the event.

Volunteers to arrive from 12 noon, sellers 1pm, Shopping Event 2-4pm. The ICT door will be the entrance and the exit on the day. Mrs Powell to make sure the tables are available on the day.

Mrs Merrett agreed to open up the school at 12 noon on the day.

Mrs Powell agreed that it would be ok for the PTA to use the television in the ICT room to play the promotion video on the day.

The PTA would need access to the main server in the kitchen, the toilets and the ICT room. Mrs Merrett to get the key to give access to the PTA. **Action Required: Mrs Merrett**

- 8] **Tea Towels:** Mrs Merrett confirmed she needs a 10 day turnaround and all were ready to go.

The quantity of 100 for each year was confirmed at a cost of £4 each or £10 for 3, these are to be sold at the Christmas Fayre. After the fayre the tea towels will be available to purchase on the PTA events page they will be priced at £4.25 per towel (which includes the 25p transaction charge. This was agreed by the PTA at the meeting.

A photo of the tea towels would be shared on the facebook page.

- 9] **Nativity:** Nursery performance to be held in the Studio, therefore no PTA involvement. Reception Performances, PTA will provide tea, coffee, soft drinks, mince pies and raffle. PTA needs 1 PTA member and 2 parent volunteers for this. Volunteers for the other performances are required; so far we have Fiona/Craig/Anthony.

Evening performances, it was agreed that Prosecco can be served. A licence costs £21 for 2 days.

Raffle prizes 2 bottles and chocolates, this was agreed.

- 10] **Quiz Night:** 29 tickets have been sold so far with a maximum of 6 in a team. The alcohol licence has arrived. Volunteers are needed from 6pm to help set up and run the bar. Mrs Merrett agreed to open the school up at 6pm.

- 11] **Date for next Disco:** This has been confirmed for Friday 11th February 2022. Mrs Powell fed back to the Committee that they had struggled to get teachers to help at the discos and some teachers mentioned of the late time of leaving once the children had gone home. Becky Nash explained that money taken at the disco needs to be counted on site before the committee leave the building. The floats also have to be counted by 2 members of the PTA. The hall also has to be cleaned as well before anyone leaves. Options were discussed on how we could speed this process up, one of them was for all the money to go into the school safe and then a PTA member and Treasurer would come into the office and count the money on the Monday. Mrs Merrett to ask Mrs Daulton if this would be acceptable?
Action required: Mrs Merrett

Another way the PTA could possibly speed up the cleaning of the hall, is to have our own brooms, as these are not always easily accessible. Becky to look into the costs of purchasing some brooms. **Action required: Becky Nash**

- 12] **Bank:** Becky Nash is currently waiting for the bank to issue her with a new PIN number for the debit card as there was an error in the post with the last one.

- 13] **New Ideas:** Possible ideas/events for the future:

- Scratch cards, where you get 30 squares to choose from and the winner is revealed at the top and receives £10. After purchasing the cards the PTA would make a profit of £20.
- Ladies Pamper Night??
- Race Night for Adults only
- Virtual Balloon Race, Becky has been approached to see if we are interested in running this again

- Bingo afternoon

14] **Clothing Bank:** Claire confirmed that this should be delivered within the next 3/4 weeks, they will contact her 2-3 days before it is due. It was agreed that **Kings Meadow Primary School** would be written on the side of the bank. The PTA gets paid a percentage of what is collected, the money gets paid to the PTA and we can then donate it to the School. Payments are made by cheque every 4 months. Claire will get these sent to the School c/o Dawn Lewis. Claire to email the clothing bank company with photos of the supporting ground for the delivery, along with a note that the deliveries cannot be on morning school run or break times. **Action Required: Claire Few**

17] **Other Business:** Claire has updated the Charity Commission and removed Clare Doolan, added 4 Trustees and added Dawn Lewis. Can all new members please submit the following information to Claire:

- Full Name
- Date of Birth
- Address
- Phone Number
- Email address

This information will be for file purposes only. **Action required: Claire Few / new members**

Tesco's have approached us to apply for the Blue Tokens scheme. The PTA agreed this would be a great way to promote the new Quad project. Mrs Merrett to get quotes/drawings to submit with the application. Wording ideas for the application would be very welcome. This scheme will go out to all the Tesco's in Bicester. Anthony said he would be happy to collaborate and have a look at the application form. Becky to forward this to Anthony. **Action required: Anthony Connor/Becky Nash**

Any raffle prizes that are donated to School, can we get the children to do 'Thank you' letters.

18] **Date and Time of next meeting** – The next meeting will be Wednesday 12th January 2022 at 7.30pm in the KMS Meeting Room.