

PPTA meeting - 15 January 2018

Present:

Emma Cawsey (Chair)
Hannah Peachey (Vice Chair)
Emma King (Treasurer)
Hannah Eno (Secretary)
Gurmit Kler
Stacey Howard
Amy McLauchlan
Shamaila Khalid
Tereza Burakova
Ama Merchant

Apologies

Hilly Beresford
Naomi Kirby
Louise Romans
Becky Swindles

1.0 Finances

1.1 Treasurer's Report:

Treasurer reported that the current bank balance was £7,746.36. Of this there are a few outstanding payments to be made:

- We haven't yet been invoiced for safety matting for play trail - £2,300.
- Funds have been allocated for guiding reading books but school has not invoiced for this yet. Likely to be under £2000 (we budgeted £3k).
- The new library software update - we will pay from the proceeds of the summer event.

1.2 Other potential costs:

- Replacement of playground markings - the Council promised to do this - Mr Sansom is pursuing.
- The hut - the Council wanted £25k for its purchase; but it would cost the Council £12k to remove and re-tarmac; so at the moment it looks like the Council have backed down and it is staying at possibly no cost to the School. This is still to be confirmed.
- Power cables for the fete.

2.0 Forthcoming events

2.1 Chinese New Year Disco (KS2) - 9 FEBRUARY

Lead: Emma C

This event will pay for the author in school event - costs around £300-400 and is a very popular event especially with KS2 and boys' reading goals.

Disco committee: Emma, Ali (poster), others to volunteer

Ticket cost £3

Running the disco - possibly Mr Sansom - Emma has asked

Free activities

- Trail - quiz around the school (Ali)

- Chopstick racing
- Quizzes on tables for quiet time activity
- Chinese lantern making

Paying activities:

- Pick n mix - little cup for 50p children fill with sweets
- Fortune cookies and paper fans
- Jewellery stall (use leftover Claire's Accessories stuff)
- Glitter tattoos - Tereza
- Glo bands
- Food - pizzas @ 50p / £1 per slice - advertise so that people with allergies are aware
- Popcorn, candy floss
- Light clickers? - Ama to investigate

ACTIONS:

Amy/HE to think about Chinese restaurant sponsorship and Wing Yip

Emma - ask for volunteers via the WhatsApp group

Ama - investigate costs of light clickers

Emma- buy- fans, fortune cookies, sweets, popcorn, oil, sugar, candy floss sticks, drinks, crisps.

Emma- order pizza

Ali - poster

2.2 Quiz Night - 23 MARCH

Lead: Ali

Parents only event.

Tickets - £10

School staff discounted ticket- £5

Food - can we do the same as last time? GK checking.

BYO drinks

Raffle (prizes to be provided by leftovers from summer tombola)

Prizes - Emma K - will provide vouchers from the Plough

Theme? Great Outdoors to include

- Games round
- Birmingham/West Mids

ACTIONS:

Ali - get volunteers to help

Emma C - check whether Matt can be quizmaster

Emma K - get vouchers from Plough

Gurmit - checking caterers

2.3 Easter (reception and KS1) - 28 MARCH tbc

Lead: Ama

Cap of 100 children

Disco in hall

Two classrooms with activities - ice a biscuit; quizzes; colouring; etc

Easter trail round school

Party bags - be aware of sweets Halal/vegetarian (recommend Love Hearts and lollipops)

Easter bonnet parade

ACTIONS:

Emma C - check date with school
Emma C - check Mr Sansom can run disco
Ali - posters
Ali - Easter trail pictures/design
Amy/HE - obtain prizes (Cadburys etc)
All - volunteer to help

2.4 Living Eggs

We will pay for the chicks in incubator scheme - £250.

2.5 Charity Cake Sale - Comic Relief

Cake sale for Comic Relief - date tbc - all money to Comic Relief.

ACTION:

Confirm date (anyone!)

2.6 Summer fete - 7 JULY

Lead: Emma C

Discussed having a theme - felt worth staying with what we know works; hard to implement a theme across such a wide area. However could add some new activities -

- Inflatable obstacle course (like 'Gung Ho')
- Chad Vale's 'Showcase Your Talent' - children book to sing/dance
- Crazy golf

Layout/vendors:

- Agreed need to optimise food/drink locations within the context of what is possible re electricity supply etc
- Invite Peel & Stone (pizza) again; Paradise Gelato and the other usual suppliers.
- Discuss baked potatoes with school - didn't sell very well - hard to eat on the move!

Management:

- Volunteer needed to manage the external providers of activities, eg. Crafts people etc - involves quite a lot of work!

Publicity/costs/revenue:

- New banners required following theft of one - could redesign
- Wrist bands to be sold on entrance (undated so can be used going forward) at £1 each
- Entrance price same as last year (£1 adults, 50p children)

Prizes:

- HE/AM will pursue usual channels for prizes/sponsorship
- Think about more significant corporate sponsorship plan (see item 4.0 below)

ACTIONS:

EC - to discuss with Mr Sansom
EC - look into inflatable obstacle course/crazy golf
AM/HE - plan and start to pursue sponsorship
AM/HE - look into wristband costs/production
HE - book Peel & Stone and Paradise
All - volunteer needed to manage external activity providers

3.0 Other fundraising activities

3.1 Uniform sales

Second hand uniform sales continue to go well - will carry on in the same way. Suggestion of also buying some new CV embroidered jumpers, charging a slight mark up. Only issue would be storage as the green containers are quite damp - possibly someone keeps them in their house till the day of uniform sales. Agreed to try out.

ACTION:

All - someone to volunteer to take responsibility for this please.

3.2 Cookbook

Leads: Tereza, Ama, Shamaili

To produce a CV book of recipes from children/parents. Possibly to be preceded by a CV 'Bake Off' style event from which the winners in each year group would submit their recipes for the book.

- Event to take place beginning of next term - late April/early May
- Possible sponsorship from relevant companies
- Charge participants to enter bakes
- ? three categories (eg. Cakes, biscuits, savouries?)
- Possibly a 'cook from your own culture' round?
- Divide up by year group - each year group submits bakes, and only that year group 'tastes' and judges
- Cookbook - explore costs of printing; ensure printing costs don't exceed revenue! Consider doing it cheaply this year and if successful explore more glossy version next year

ACTIONS:

Tereza, Ama, Shamaili: to think about shape of event and how it could run

3.3 Future film event

Film - cost about £118 for licence etc - made £600, so well worth it financially; however quite chaotic and difficult to manage. Suggestions for future event:

- Two events - split into KS1 and KS2
- Provide interval for toilet break
- Resolve PA volume issues
- Set an early date for ticket sales to cease
- Be more proactive in selling tickets - ensure making lists in the same way as Miss Green does - possibly through a champion in each class with list of whole class; tick off who buys tickets (then the list self constructs)

Will review at next meeting.

4.0 Local restaurant/business sponsorship

AM - suggestion to follow HPS idea of getting corporate sponsors for a year at Gold, Silver, Bronze levels (respectively £1500, £1000, £500 - HPS figures). James Lawrence (who sponsored Pimms stand at fete) keen to be associated with the school.

We'd need to work out what companies get for this eg. Display at fete; banner in school newsletters; appearance in other print/social media; etc

Do we also want to consider a 'recommended by' directory of tradespeople - would this be problematic for the school in terms of appearing to condone/endorse certain companies?

EC confirmed guidelines eg. Nothing political, tobacco related, military, etc. Would need further discussion with Mr Sansom.

Offer eg. James Laurence - sponsor for a year @ £1200-1500 - you go on everything we print, banners, school newsletter

ACTION:

AM/HE to work out plan and then it can be further discussed.

5.0 AOB

5.1 New Library

New library is opening soon - may be some need for minor additional paints and/or beanbags. Library could use some steps for sitting on but school has no money or wood for a builder to make them. PPTA could probably pay for some hardwearing beanbags.

ACTION:

Emma C - to look into beanbags

5.2 Prizes

If anyone sees great (unisex) prizes through the year that are really cheap - ie Poundland etc - we can build a stockpile of prizes for future events.

We still have a pair of Raybans left from Summer fete, worth £150. Sell on eBay to add to PPTA funds.

ACTIONS:

All - look out for cheap bulk prizes

Emma C - look into selling sunglasses on eBay

6.0 Next meeting:

Fete planning meeting - beginning of March, date tbc.

6.1 Further info since meeting:

Harborne Schools community event to raise money for Birmingham Children's hospital.

Date 15th June, St.Marys Hall, band and food, £10 per head, planning meeting soon for all those interested in supporting.