

MINUTES

Midfield Primary School PTA Minutes

Date | time 21/03/2018 at 19:30 | Meeting called to order by Lucy Pyle

In Attendance

Lucy Pyle (Chair)

Mrs N Kaley (Vice Chairman)

Annabel Tyndall (Treasurer)

Jenny Archer (Publicity Secretary)

Camilla Nygaard (Secretary)

Alison Kavanagh

Apologies sent

Mr Frost

Mrs K Boost (Publicity Secretary)

Cate Rees

Ashlee Priestman

Board

The school website still needs to be updated with the new Committee members and updated minutes.

Committee

We have now joined Parentkind, so all future PTA events are now covered with Public liability insurance and it will make it easier to gain charity status.

Budget

Annabel Tyndall reports that we had £1600 in funds on the 15th March 2018. We will need records of collecting above £5000 annually to reach charity status.

Discussion Topics

The meeting opened with **Lucy Pyle** informing the rest of the committee that she has received an email from **Mr Frost** and **Miss Donnelly** where they ask the PTA to fund badges for the pupils voice group as they don't have the funds, they would like £100 from the wish list for this purpose. The PTA committee voted against using the PTA funds for this purpose. It is however suggested that the charity Pupils Voice can come up with an idea on how to receive the needed funds.

The rest of the meeting was dedicated to the Summer Fair 2018 which will take place on the school grounds on the 6th July. **Mrs Kaley** had brought a map over last year's stalls and a report over how the individual stalls performed, and presented us with the following information:

- The biggest problem from last year was the shortage of volunteers, which made the preparation of the fair especially difficult.
- Tombola with bottles containing non-alcoholic drinks and the biscuit decoration did not do too well
- The Lucky Dip stall, which cost 20p to pick something, did not do that well either, however it could be improved with better prices
- Pony rides cost £2, the PTA and provider split the money 50/50. This was very successful.
- Hook & Duck stall was run by **Elaine Brinklow**, as we did not receive any items from parents as asked for, the stall holder donated all the items herself. She charged 50p and made £36, so it didn't do well even though it was popular with the children
- Splash the teacher made £110 and was a success.
- The Plant Stall was another success making £130.
- The PTA made £850 on selling wristbands that gave unlimited bouncing and pony rides use
- Nearly new book sale stall did not do well and only made £15, people didn't want to buy old books
- Face paint - there was a big que, but last year's provider did not donate.
- However local businesses were charged £10 for a stall and asked to donate a cut.
- The food stalls did very well and they paid and donated. The PTA used their freezer for ice cream storage
- Fire engine - it was outside so the children had to go outside the gated area, this created a problem

With the previous fair in mind we went on to plan this year's fair in more detail:

- **Mrs Kaley** suggested that whilst the preparation for the fair is taking place a crèche could be set up in the nursery for the children of the volunteers who are 2 years old and older. We would have to ask **Miss Fellows** if this is possible. **Mrs Kaley** thinks that it should be fine if not all the 30 nursery children are in on the day. **Mrs Boost** has also said that she can watch the children; this could be an alternative if we can't have a crèche.
- **Jenny Archer** suggested that we can run it with the other unit; Bromley Trust Academy Midfield Campus, we can then use the whole area. **Jenny Archer** has a contact that she will contact with regards to this. It is also suggested by **Mrs Kaley** that we should contact the Link Youth Centre too. The Link Centre and Bromley Trust Academy could possibly come an hour before it all starts.
- We will not invite Leasons Primary School and St Mary Cray Primary School, however we will invite houses nearby, **Camilla Nygaard** and **Annabel Tyndall** will drop the leaflets.
- **Jenny Archer** is doing the fundraising.
- We still have enough wristbands from last year to use this year. It is agreed that this year we will sell wristbands for £5. The wristband will give the children unlimited access to the three bouncy castles provided by Castle King. We will see if we can also do an additional thing like

a pony ride. **Jenny Archer** volunteered to contact the local riding schools to see if we can get a new pony contact.

- It is undecided if each class will run a stall, teachers can volunteer and pick a stall. **Mrs Kaley** will email the teachers to keep the date free.

Then we went on to discuss the internal stalls we are thinking of having this year:

- Mason Jar Tombola - We already have the jars, the children will donate a pound each for items to be bought so that the PTA can fill the jars.
- Lob a Choc - PTA will need to buy chocolate and get an ice bucket.
- 2nd Hand Book Stall – **Alison Kavanagh** suggested that that we can sell the school's old books at this stall.
- Plant Stall - This stall was a great success last year, **Mrs Kaley** will ask **Mrs Wedderburn** if she will do it again this year.
- Soak a teacher - This was a great success last year, it is decided we will do it again.
- Sports Academy - **Mr Frost** will be in charge of it.
- Hook a Duck - It is undecided if we will have this stall. Though popular with children if we do we need to learn from last year's mistakes. We need proper prices, not used items. Only things that will need to be done are to make sticks and buy lollies.
- Pot Luck - We are considering this stall instead of the Hook a Duck.
- Tattoos
- Inflatable toys to sell
- Cake Stall - We will buy shop bought cakes and sell them.
- Guess the number of sweets in a jar - The winner gets the jar.
- Used Toy Stall - A dojo have to be sent out to parents after Easter to ask for donations, and we will see what comes from it. This should be done by the end of week 16. **Jenny Archer** suggested that we stand outside in the morning and collect the donated items.
- First Aid
- Midfield Tuck Shop - Providing snacks such as water, sweets, popcorn etc.
- Second Hand School Clothes - Second hand uniforms, including clothes left at the school without the name on them will be sold at this stall.
- Name the Teddy - **Lucy Pyle** said we already have got posters.
- Tin Can Alley (Lucky Dip Prizes) - This stall should be at the other end of the field of Hook a Duck.
- Year 6 Stall - **Mrs Kaley** suggested that we can give Year 6 a stall. **Jenny Archer** proposed that Year 6 should come up with their own idea for the stall. **Alison Kavanagh** came up with the idea that the PTA should give the class £1.00 per pupil to help them get started. The profit of the stall will go towards their year books or class trip. **Mrs Kaley** will write an email with regards to Year 6 setting up their own stall.

We then went on to discuss the external stalls, **Jenny Archer** suggested that they should donate about 20% of their profit, and that they should also donate beforehand to the raffle. Stall prices are discussed and we have a vote and it is decided that we will charge the following:

External stall: £20.00

Internal stall: £15.00

It was also mentioned that we don't have liability insurance for external stalls, they will need to bring their own insurance, as well as CRB certificates.

These are the external stalls that we are planning to invite this year and that we talked about at the meeting:

- Ice cream Van - **Jenny Archer** has been in contact with Mr Whippy and has asked for a pricelist, she informed us that they will give 25% of their profit. **Mrs Kaley** suggested that we borrow the school's freezer and sell frozen lollies instead. **Alison Kavanagh** came up with the idea to have a vote on whether to go with Mr Whippy or our own frozen lollies when we have received the pricelist from Mr Whippy so that we can make an informed choice.
- Burger/Hot dog van - **Jenny Archer** is in contact with this provider, they have said that they will donate 20% of their earnings.
- Balloon stall – This stall will be run by Elaine Brinklow's cousin.
- Bouncy Castle's provide by Castle King – **Lucy Pyle** have been in contact with Castle King where we get three for £200.00 These are the three items that will be ordered for fair:
 - Disney open bouncing castle
 - Giant slide
 - All the fun at the fair
- Domino's - **Lucy Pyle** informed that they do a charity thing where it is only £1.00 per slice, we won't unfortunately be able to utilise this until we've reached charity status.
- Sand Art by Shelly Brown
- Face painting – To avoid a big que this year a solution could be to have several face painters.
- Sweet stall - **Annabel Tyndall** will contact the sweet shop.
- Test your strength
- Candy Floss
- Children's Hoopla
- Fire Brigade
- Air Jump – **Ashlee Priestman** will contact them.
- Knitting Lady
- Pony Rides – A new contact will need to be found.
- Church Stalls - This is **Jenny Archer's** suggestion, she will contact the local churches. **Alison Kavanagh** will talk to the St Barnabas church.
- Explore Learning Sidcup Stall - Free tutoring as a raffle prize.

Mrs Kaley brought a voucher for a free photo from Barret and Coe that can also be used as a prize at the summer fair.

It was also mentioned at the end of the meeting that Impress Printing, a personalised clothing line, that was not able to come at Christmas Fair would like to come to the Summer Fair.

As for safeguarding of the children at the event **Alison Kavanagh** will ask if portable toilets are a possibility.

As for further contacts that will have to be made **Annabel Tyndall** will contact a local children's ballet course provider and **Camilla Nygaard** will ask a local swimming instructor if they would like to take part. A gymnastics course provider will also be contacted.

At the end of the meeting **Annabel Tyndall** reported that the PTA's funds on the 15/03/2018 was £1600, this does not include the money we received from the Craftanoon event.

Meeting concluded at 22.00pm

Committee Reports

Committee reports:

- The outside noticeboard still needs to be made
- Preparations for the Summer Fair will need to be a top priority.

Next Meeting

Next meeting will take place after Easter.