

Our Lady and St. Edward's PTA
Lightfoot Lane, Fulwood, Preston, PR2 3LP

Minutes from Monday 7th January 2020

Present:

Vicky Haslam (Chair), Sarah Kelly, Karen Woods, Nicky Kippax, Lucy Willis, Kate Simmons, Mr Brown

Apologies:

Celine Salisbury, Joanna Fox, Nichola Verstraelen, Rachel Appleby, Kimberley St Vall, Fiona Kepler, Courtney Barrett-Cornall, Jenny Dewhurst

Minutes of Previous meeting

The previous minutes were approved as a correct record.

Chair's Report

Christmas Fair

- V Haslam thanked everyone for their support with the Christmas Fair, which was a huge success, good feedback from stall holders and families visiting.

External stall holders were pleased with how the afternoon went and all agreed that the grotto booking system worked well as families didn't have to wait too long which allowed them more time to enjoy the rest of the fair.

All agreed that in future it would be good to;

- give Santa a refreshment break halfway through
- advertise that you have to book to see Santa and what was included in the ticket
- make a small map to show where everything is located within the Fair.

Disco

The disco was a successful event, with all children appearing to enjoy it. Slight issue with finger torches breaking, and some of the younger children didn't have much time as they spent a lot of time eating their snacks.

In future;

- only give a glow stick/band and omit the finger torches,
- snack to be changed to a packet of sweets and a drink

S Kelly mentioned that the cost of the DJ for the disco may rise slightly next year.

Panto

- Mixed reviews of the production company used and the Harris school hall was small.
- N Kippax to investigate a different touring production company for next year (Fizzy Tree and M&M Productions) and for OLSE to host it.

Christmas Party Day

V Haslam (and Mrs Woods) thanked S Kelly for organising the sweets the children received from Santa. Note – S Kelly to slightly over order next year.

Christmas Lunch

Successful Christmas lunch, all children, staff and volunteers enjoyed it.

Parents Survey

- Not a great response from the PTA surveys (20 returned in total)
- Results from the surveys returned showed that people appeared to be most interested in family/daytime events, 20/20 respondents were interested or very interested in the summer fair, the Christmas Fair (20/20) and The Duck Race (16/20)
- Family Bingo remains popular – (14/20) but little interest was shown in the child-free events, with the exception of the Gin Night which was the most popular option (12/20)

Head teacher's Report

Mrs Woods also thanked everyone for their ongoing support, collaboration and help in creating a Christmas event with a wonderful atmosphere, and also thanked to Sarah.

Treasurer report

- Christmas Fair final figure was £2,058.50 less floats and expenses, total profit was £1,376.23 with one receipt still outstanding.

Breakdown of stalls and their profits;

- Bottle tombola £308.70
- Chocolate tombola £257.60
- Mum and Dad gift stall £226
- Santa Grotto and raffle £274 & £19 = £293
- Tea / Coffee £168.47
- Face painting £48.50
- Guess reindeer name £10.01
- Reindeer food & reindeer hot chocolate £39.94
- Decorate a decoration £29.11

(Chocolates in a jar and Stationary items stalls made a loss totalling £5.10)

Starting balance 29th October: **£4,863.49 (£2.55 bank interest) totalling £4,866.04**

- Plus income from Easy fundraising donations (£15.83), Bags to schools donation (£88), Christmas Fair takings (£2,058.50), Christmas Disco Ticket Sales (£438.00), Fizzy Tree DVD Sales (£30), Y6 Summer Production DVD Sales (£55), Christmas Card profit (£313.92), and Transfer from closure of PTA 100 Club (£6.66) Total = £3,005.91 and new Balance = £7,871.95
- Less expenses for Christmas Fair Expenditure and floats and Parentkind annual membership (£115) Total outgoing £1,472.22 and PTA Balance of **£6,399.73**

Future potential PTA spends are as follows:

- Gym / small sporting team events kit
- External notice board to school entrance

Actions from Previous Meeting

January Cake Sale – Date set of Monday 20th January, Reception and Y3 children to bake.

Events Calendar

- Cake Sale – Monday Monday 20th January, Reception and Y3

- Cinema night – possible dates of 6th or 13th February – whole school event
 - o N Kippax to contact company hosting event for dates available
 - o Children will get snack and drink within ticket price
 - o Cost and time tbc but likely to be the same as previously

- Easter Bingo Prize making session – Tuesday 24th March at 3.30pm
 - o School has sufficient amount of cellophane for wrapping the prizes

- Easter Bingo – 27th March
 - o Cost and time tbc but likely to be the same as previously
 - o Location – School hall
 - o V Haslam to contact Pizza Hut
 - o Chocolate donations from children from non-uniform day (Friday 20th March)

- Duck Race – date tbc

- Summer Festival – date and time tbc

Any Other Business

L Willis talked about possibility of creating a Parents directory, where parents can opt to show what line of work they are in, thus promoting their business and helping other parents within the school. K Woods and N Kippax wanted it to be clear that the school wouldn't have many involvement in this and would have no responsibility if the business contacted through the directory didn't go to plan. L Willis offered to take charge of this if it does go ahead.

Date of next meeting:

Monday 2nd March at 7.30pm – All welcome

Actions Summary

Contact Pizza Hut re: Easter Bingo	VH
Contact Kevin re: Easter Bingo	NK
Investigate other pantomime companies for next year	NK/VH
Contact cinema company re: February dates	NK
Enquire re: costs of a Gin night	NK/VH