



CHARITY NUMBER 1168149

Minutes of meeting held 7.30pm - The Cock Tavern - 23.05.2019

Present: Lisa Stahl (Chair), Lynne Cherry (Vice Chair), Sue Rock (Treasurer), Susi Deller (Secretary), Nicola Ilett

Apologies: Tracy Lowe, Emma Ruffles, Trisha Luetchford, Tara Payne

The minutes of the previous meeting were agreed

Matters arising: it was discussed that the minutes need to be ratified by the committee as accurate before being posted on the website. It was also confirmed by LS that the minutes do not need to be signed off by anyone.

Account: SR and LC confirmed that they will endeavour to bank funds raised in the same month as the event takes place. LS requested a summary of overall income/expenditure to date – these are as follows: income £1331.59, expenditure £412.95, profit for this year so far £918.64 (This does not include £2108 cheque for AR)

Wish List: no new items were presented due to ER not being present. It was queried if the remaining items which hadn't been purchased at the last meeting had now been processed as they include items which will be relevant in the warmer weather. ER to be asked at next meeting.

Future events:

Bingo Night 26th June – NI/LS are planning to attend. LS advised that we probably have enough donated items left over from previous events, they just need packaging up together. 'Wrapping' party to be arranged to do this.

Welcome BBQ 12th Sept – LS has produced some costings related to hiring inflatables and possible profit margins depending on whether they staff or we staff ourselves. Agreed we would need large adult sized inflatables for the older pupils and would they use them? Suggested to ask the school community if any parents can supply inflatables as a way of improving the profit margin, otherwise we risk running at a loss because of the outlay. Other ideas are to include/involve Nuclear

Races, Ongar Netball/Rugby/Football clubs. Candy Floss/Ice Cream van/ Popcorn etc. Timing of the event may rule out the kids/parents wanting a BBQ. Certain info needed from school concerning timings, is it a reward event? etc. LS to draw up proposal for ER to take to Mr O. Suggestion for all committee members to be DBS'd - ask ER at next meeting if this can be done in school.

School disco – no longer seems to be popular for this age group. SD suggested combining it with Halloween and offering a Zombie Night/immersion type experience along the lines of The Twisted Showman (Simon Watkins – parent). SD and NI to approach Simon and see if he would be interested in producing something on behalf of and supported by the PTA.

Matilda Musical – refreshment provision - due to be going ahead on 10th July, but may be postponed.

Yr 6 – New parents/carers information eve 26th June – refreshment provision? ER to confirm. Agreed no pre-loved uniform as in conflict with the uniform supplier who will be in attendance. LS to collate a PTA information pack to be handed out inc: Welcome letter, Annual review infographics, Stikins leaflet and sample, summary of sponsors, social media handles inc uniform page, match funding information and an invitation to whatever Welcome event is agreed.

Lost Property: pre-loved uniform to be made available at Yr 8 parent's evening (11th July) and Awards Eve (18th July). Weekly messages to go out on FB and Twitter asking for donations. Some discussion around a system for dealing with any valuables collected after a student's Fitbit was mislaid. Agreed that a list of the valuables given back to the office would be recorded by the PTA and signed off by a staff member as received, so that whole system is transparent for all.

AOB; It was suggested we could ask if Mrs. Renton's gardening club might like to take over care of the planters or at least water them. SD to follow up. PTA cupboard needs a clear out/tidy up/stock check – can we get in an hour early before next meeting (20th June). SD to follow up with ER/site manager.

Date of next meeting – Thurs 20th June 7.30pm in School

Meeting closed 9.20pm