



# Friends of Mereside PTA



## Friends of Mereside PTA AGM held on Tuesday 11<sup>th</sup> September 2018 At Mereside School.

### **In attendance:**

Sarah Searle – Chair of the PTA, Mrs Holmes – Head Teacher, Mrs Brown – Treasurer, Heather Jolly (taking the minutes), Alison James, Anne Hogg, Kim Breeze, Samantha Oakley, Kerry Ruberry, Charlotte Barker, Janine Knoetze, Jodie Braddock-Bould, Suzanne Heavens

### **Apologies**

Zara Bowden, Helen Bennett- Adams, Kelly Loughnane

### **Election of Officers**

Sarah Searle has confirmed that she is happy to continue on her role as Chair of the PTA.

Mrs Brown has confirmed that she is happy to continue on her role as Treasurer of the PTA.

Heather Jolly has been appointed as secretary.

All other members present at the meeting are happy to commit for the next school year to the PTA.

### **Minutes and matters arising from the last meeting**

#### **Year 6 Leavers**

We had discussed at previous meetings that the PTA were happy to fund a leaver's book which Mrs Thomas was organising for the year 6 students. However after much deliberation Mrs Thomas decided to make the books due to them being very expensive. These were then much more personal and of no cost to the PTA. As a thank you to Mrs Thomas for making the books it was agreed that the PTA would purchase a bouquet of flowers to say thank you for all of her effort and many hours in making these for her students. We will be in discussion next year, with the current year 6 teachers to see what we can help with.

#### **Sponsored Run**

Figure of amount raised on the day was unavailable. The PTA assisted with refreshments for the children at this event. Monies were raised for the school to purchase new sports equipment.

#### **Sports Day**

The PTA funded and gave out ice pops to all children taking part at the school's sports day. On such a hot day these were gratefully received by the children and staff.

#### **Lucky Numbers**

Due to there being insufficient numbers sold we have gone with the decision not to go ahead with the Lucky Numbers this year. All monies and forms were returned home with the students who had submitted them into the school. We will perhaps look at a way of changing the structure of this for forthcoming years as it has been a successful way to raise monies for the PTA.





# Friends of Mereside PTA



## Summer Fair

The summer fair was hailed a great success, bringing lots of families to the event and raising a fantastic amount of £1824.00. Last year we raised £1845.00. It was a great day had by all and it was great to see the football tournament final being played.

It was discussed if there was anything that we could perhaps do differently next year and it was mentioned that perhaps if we have exceptional weather similar to weather experienced in July that we organise an outside refreshment area.

## Breakdown of monies raised are as follows

Raffle ticket pre sales: £533.30

Raffle tickets sold on the day: £220.00

Stall holders: £150.00

Cakes: £120.50

Refreshments: £35.50

BBQ: £239.75

2<sup>nd</sup> hand uniform: £34.70

Tombolla: £144.50

Water to wine: £68.00

Book stall: £81.60

Teddy tombola: £67.20

Donations from the Slush Stop: £32.00

Donations from the Ice Cream Van: £25.00

Donations from the Go Karts: £28.00

Hoopla game: £2.00

Hook-a-duck: £24.95

Ping pong game: £4.00

Bric-a-brac: £57.70

Disco Tent: £10.40

Games: £2.60

Bike Raffle: £10.00

Luckydip/ pocket money stalls £22.40

Bouncy castle: £76.00

Face painting: £7.50

£1 in a bucket: £36.00

## Expenses:

Banner: £26.98

Bacon & Sausages: £58.50

Cups: £2.50

Various items: £12.00

Various items: £38.80





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Gas canister: £29.00  
Bouncy castle Hire: £25.00  
Strawberries: £22.00



## New Parents Meeting

Thank you to the PTA members who attended the new parents meeting for serving the refreshments and for talking to the new parents. Approx £45.00 was raised from the afternoon tea for EYFS.

## Ukulele Lessons

The ukulele lessons for both year 3 & year 4 will take effect from this school term. This has been welcomed greatly by the children and the parents.

## Year 6 leavers disco

A great night was had by all children and staff. Sarah and Helen attended the event to help serve the refreshments. No funds were required by the PTA as the ticket price covered all food and drinks.

## Financial

The balance on the current statement as of 9<sup>th</sup> August 2018 was £9521.78

There will be a few payments to be deducted shortly to cover the cost of this terms ukulele lessons, the license fee for the raffle etc.

As per previous years the PTA will continue to provide each year group with £400.00 which subsidises the cost of the excursions. Should any year group have monies left over then they will roll over the funds to the next year. This will be deducted from the account and help within the school.

A discussion was made with regards to auditing the accounts. This will be looked into by Mrs Holmes and by Sarah Searle.

## Ice Cream Friday

It was put to the committee members if we would be happy to continue with Ice Cream Fridays until the half term. The members were in agreement that this should go ahead. Alison is to check the current supplies we have in the cupboard and restock where necessary. Going forward Alison has agreed to purchase the necessary items and store in her freezer. Sarah has asked if Alison will organise the rota of PTA members to allow ice cream Fridays to run smoothly each week. Mrs Holmes will issue a Parentmail to all families & carers to inform them that we will be selling ice creams from Friday 14<sup>th</sup> September and will continue until the half term, as long as the weather permits us to do so.





# Friends of Mereside PTA



## FUTURE EVENTS

### Carboot Sale

We have currently only 3 stalls booked to attend. It was discussed that we open it up to allow people to arrive on the day and pay for a stall. It was agreed that we do this.

It was discussed whether we allow businesses to have a table at the carboot. It was agreed that Sarah & Suzanne would look at each case on an individual basis and make the decision based on the products or the service they were offering.

Mrs Holmes has agreed for the sports hall to be used on Friday 21<sup>st</sup> September to allow the PTA cupboard to be emptied and to set up the PTA stalls.

Mrs Holmes will be opening up on the morning of the 22<sup>nd</sup> September at 7:30am. Stallholders can arrive from 8am with a start time of 9am.

We will still be purchasing and cooking bacon & sausages at the carboot sale however due to this being our 1<sup>st</sup> event and also due to the uncertainty of the foot flow we aren't too sure on the numbers to cater for. We will cook until we have sold out or should we have stock left over then we will freeze until the Christmas Fair.

Friday Helpers: Suzanne, Alison, Jodie.

Saturday Helpers: Sarah & her children, Kelly, Kim, Mrs Holmes, Kerry & Alison

It was discussed if we would consider placing an advert in the Admag to promote the event. The advertising costs were £15 + vat for a small credit card sized advert or a larger advert for £25 + vat. We were in agreement for an advert to be placed. Sarah to place the advert ASAP

Posters have been printed by the office and now require to be distributed in the local area. Posters have been laminated and displayed on the school gates. Alison is going to try and locate a banner which we can display on the school gates to hopefully encourage a greater footfall.

### Cinema Night

The date has been confirmed for the 12<sup>th</sup> October 2018 at 3:30-5:30/6pm. The film to be shown on the night will be Peter Rabbit. Ticket prices will be £3.00 per child and this will include a slice of pizza, popcorn and squash/water. We are going to ask that the children bring their water bottles to the event and will top these up with either water or squash. We would like to cut down on the amount of unnecessary use of plastic where possible.

Suzanne has agreed to design a poster and Sarah will construct a letter to be sent out to all pupils as soon as possible.

### November Disco

The date of the 7<sup>th</sup> November has been confirmed. EYFS & KS1 at 3:30-4:45 and KS2 at 5:00-6:15pm. It will follow the same structure as the previous discos: Pizza, drink and a cake/ cookie included in the ticket price. The children will be able to buy extra snacks, have their nails painted etc at an additional cost. Letter to be sent out soon to the classes and a poster to be designed and placed in the classrooms very soon.





# Friends of Mereside PTA



## Christmas Fair

As previously discussed, the fair will take part on Friday 7<sup>th</sup> December 6pm-8pm with stallholders arriving from 5pm.

Advertising for the fair has been in full flow since June with the poster being on various social media sites. Suzanne commented that she has sent a considerable amount of forms out however we have received less than 10 so far. We will continue to keep advertising and hope that many more stall holders come forward. It was discussed at perhaps moving the location of where Father Christmas met the Children as the queues tend to block the corridors. Mrs Holmes will review and let us know in due course.

We have been approached by a company who have asked if they can sponsor Santas Grotto. The business is very appropriate as it is a Chimney Sweep business. They have suggested that they could buy books or chocolates for Father Christmas to issue to the children. Sarah is going to liaise with Siobhan as we have already bought a large quantity of presents in preparation for the Christmas Fair. What we are going to suggest is that they make a monetary donation to cover the costs of the presents instead. Also they would be invited to help wrap the presents ahead of the event.

We discussed that we would state on the letters to parents that the grotto was sponsored by the company, we could also place flyers in the book bags and that we could make a large chimney in the grotto.

Sarah will liaise and feedback to the committee.

Sarah has asked if Samantha Oakley is happy to remain the promoter of the raffle and Samantha has agreed. Sarah has asked if we can all start to make a start on collecting raffle prizes so we have plenty of time to receive them and also for detailing the prizes on the raffle tickets. Once we have received a few prizes then we can contact the printers to print and send us the raffle tickets to allow us to distribute to families prior to the Fair.

## Monthly Donation Drive

It has been noted that some parents feel that we are always asking for donations so Suzanne has suggested that we accept donations of any kind once a month a reception. The PTA committee would man the reception area in order for us not to clog up the office with donations which we are aware causes issue with space and time for the office staff. This would also perhaps allow us to collect more donations as families are perhaps more likely to send the items into school rather than taking them to charity shops if it was on a regular basis.

The only issue that was discussed with doing this was the lack of space in the PTA cupboard. Jodie has kindly offered the PTA some space in her garage should we need the extra space.

Suzanne has designed a poster and print off ready to be displayed on the 24<sup>th</sup> September. The collection dates will be the 1<sup>st</sup> Monday of each month commencing on Monday 1<sup>st</sup> October.

## Recruitment

The PTA are always on the lookout for new members. We have been looking into ways we can recruit new members. We are not a huge committee however if there are others able to help at events on a regular basis we would be very grateful and appreciate the extra help.





# Friends of Mereside PTA



## Christmas Fundraiser

This year the PTA are raising money by designing Tea Towels. Heather has looked into this and we feel that we can raise a suitable amount of money for the school. The tea towels will be priced at £4.00 each or 2 for £7.00. We will have 2 designs as we are unable to fit the full schools designs onto one design. EYFS & KS1 will be on design and KS2 will be on the other design. There will be a minimum order of 50 per design. Mrs Holmes has agreed that this is something that the children can do in class and that it's something that all children can participate in as it's not a Christmas related fundraiser. Heather will order the packs and get them into the school ASAP. A letter will be printed for the pupils to take home along with an order for which Heather will draw up. Ideally we are looking to have the tea towels sent away before the half term break.

## Any other business

### Fashion Show

It was discussed that this was such a popular event when it was last held in the school which was 2 years ago. We will look to perhaps to organise in the New Year as the diary is already very busy with events until the end of the year.

### Pamper Evening

It was discussed that this may be a great way to get lots of people together for a fun, relaxing evening. It was agreed that this would be a good night however as the diary is already very busy with events that we would perhaps look at a date for next year.

Sarah has discussed that she will draw up a newsletter for parents showing the parents where the monies have been spent. Mrs Holmes has also suggested that we take some photographs of the items we have purchased.

Keith the caretaker has approached the PTA again to ask if he could be given a leaf blower. Mrs Holmes has said that due to the amount of work that they do and the increasing workloads that they have had that she would really like to be able to give this to Keith. Everyone was in agreement. Mrs Holmes will discuss with Keith and let us know the price in due course.

### Sponsored Read & World Book Day

This has been discussed that this will be pencilled in for March next year. We will discuss more at the next meeting.

Mr Gathercole has approached the PTA to ask if there could be an allowance made each year to cover the costs of various ICT equipment to the value of £1000.00. This has been agreed and monies will be released to Mr Gathercole.





# Friends of Mereside PTA



## Picnic Benches

Mrs Holmes had previously mentioned they were looking to purchase 3 picnic benches for under the sail canopies in the playground. The caretakers and Mrs Holmes have been looking into this quite considerably as they want the benches to be sturdy and withstand the elements. The ones in particular that sound the best so far are between £300 & £500 each, they would be made from recycled plastic. The committee were in agreement for the monies to be released for the benches.

## Pantomime

The travelling pantomime will be visiting the school, a date has been booked and the PTA is paying for them to visit the school. The cost of the panto is being confirmed for the next meeting.

## Date of next meeting

**Tuesday 6<sup>th</sup> November at 8pm**

**Venue to be confirmed**

