

Friends of Cranford Park



Cranford Park
C of E Primary School
Cranford Park Drive
Yateley
Hampshire
GU46 6LB

Website: www.cranfordpark.hants.sch.uk

Minutes of PTA meeting weds 14th Oct 2015

Agenda

1. Welcome
2. Apologies
3. Approval of minutes of AGM
4. Chairs report
5. Treasurers report
6. AOB
7. Date of next meeting
8. ACTIONS

1	WELCOME Helen Buck the new chair thanked everyone for sparing the time to attend, her first meeting as chair so please 'bear with us'!
2	APOLOGIES Fee Taylor (vice Chair) and Debbie Allcorn for non attendance
3	MINUTES from AGM agreed and signed off.
4	CHAIRS REPORT Introduction of new executive committee members. NG asked for additional named committee members who would have an official additional vote. Debbie Allcorn was named as Entertainment Director, responsible for organising the KS1 & KS2 disco's termly, with an official vote. Vicki Witney and Zania Ballentine were named as committee members with an official vote. TERM PLAN Yesterday's breakfast morning went well, it was a sell out. Takings yet to be counted. It was noted that the vegetarian option was not cooked. Carly (The cook) has been made aware that the veggie options are cooked from frozen and has assured us that they will be cooked for next time. Apologies were given to Ellie Jarrow for no veggie option available to her. HB publically thanked everyone for their help to make breakfast morning a success. NG to send thank you card to Carly. A gift will be presented to her at the end of the year as a thank you for all her help. MUFTI day, no action required. Posters done. PTA meetings to always be on the first weds after a holiday. It was suggested that we start the meeting

earlier in the day (around 2.30pm) so that there weren't so many children waiting around for their parents who are attending the meeting. It was decided that the next meeting would remain at 3.05pm and we would decide then if we wished to alter the timings.

PTA work party, Friday 6th Nov. CONFIRMED by Mr C that we can have the school hall between 1.00pm and 3.05pm. Jude, Debbie Seaborn, Jo & Mary all volunteered their help at the work party. It was asked if there would be any reminders/handouts for this event. We agreed that we would include the work party on the news letter and ask for volunteers. A reminder will go out the first week back from half term.

SANTA LETTERS. Cut off date for orders is Friday 6th Nov. NG to send out order forms to every parent w/c 19th Oct. VW to organise letters once orders are in.

CHRISTMAS CARDS. Order form ready to go out from NG w/c 19th Oct. Deadline for orders is 6th Nov. It was mentioned by AM that she gets her 2 children to colour in and decorate the word 'thank you' and then orders the cards with the message inside reading 'thank you for my present'. This was she can get her children to write thank you cards easily. Mr C suggested that we make parents aware of this option as it may increase sales. It was agreed that a covering letter would be included outlining options.

BAGS 2 SCHOOL, 11th Nov. Mr C agreed to 1 house point per bag collected. Les to put out collection point notices on the morning of the 11th Nov. AM to make collection point signs.

CHRISTMAS FAIRS – Lions fair 28th Nov on the green outside Dog and Partridge, Cranford Park fair Tues 1st Dec on site.

FT had supplied HB with a list of her ideas.

Make the Lions fair more 'German Christmas Market' like with a better offering than other stalls.

Decorating the gazebo with greenery? Possible idea, but would take someone a long time to do, also would people see it as when the fair is in full swing it is dark. TBC

Mulled apple juice? It was decided that this was not a good idea for the Lions fair, due to the pub selling mulled wine etc and other stalls selling hot chocolate. But an excellent addition to the Cranford fair as it would be a perfect addition to the turkey rolls we sell at the refreshments stall. VW has a slow cooker that she can bring along to keep the apple juice warm. NG pointed out that we already have mulled spiced bags in the PTA store, so only outlay would be the apple juice. Price to retail TBC.

Decorate your own 'melting snowman' biscuit. Due to the Lions fair being during an early evening and therefore a little damp, it was decided that we would do this activity at school. Mr C said that it was a wonderful idea that each child gets to decorate one on Monday 30th Nov, and then their parents could come and buy their child's creation during the Cranford fair on the 1st Dec. PTA helpers would be needed to help the children decorate the biscuits. Zania, Deb S, Carol, Mary, Jude and Bex all volunteered their time on Monday 30th Nov. AM to source ingredients. Mr C suggested Yr 2 room to sell them.

Sell packets of 'snowman soup'. It was agreed that as long as costing are minimal we would try this at both fairs this year. We also have many Cadbury's mugs (donated by Deb S) that we could sell with the snowman soup at the Lion's fair. Price TBC

Build your own snowman bag. Nothing presented so a decision could not be agreed on.

Bex suggested a teddy bear tombola, it was agreed that we would do a specific teddy bear tombola at the Cranford fair, and we would look in to space at the Lions fair.

Buying Christmas cakes from Aldi & decorating. It was agreed that we would not do this as we could not effectively compete with the WI etc.

Make your own, plenty of these already in the PTA store, it was agreed that we would sell the packs at both fairs. But could also have them to make on the day in the arts & crafts room for Cranford fair.

Making Christmas cakes. It was decided that this would not be profitable, but maybe we could have a

couple in a raffle for Cranford fair.

It was suggested that we also have Festive Hampers for the raffle, possibly ask Waitrose for donations.

Jude mentioned that there was lots to buy at the Lions fair, but not much to do. So it would be great to think of an activity that the kids could do. NG spoke about trying to get a double pitch, as space is limited.

Normal things we do at the Lions fair have been, lucky dip, tombola, selling knitted dolls, selling tuck.

Carol suggested that we sell waffles. Easy to make, easy for people to walk around with, good smell wafting through the fair leading to our stall. It was agreed that this was a great idea and the PTA would investigate waffle machines and possibly invest in one or two. We could sell them with flavoured sugar and possibly flavoured syrups. Minimal outlay.

It was mentioned that the Lions fair has restricted power supply, NG said that she can get a generator for waffle irons, Carol offered to look in to LED battery operated lighting.

RECORDING of performance, AM to liaise with Miss Edwards regarding location of camera for filming.

Come to rehearsals to establish best location.

SECRET SANTA, VW to purchase gifts, Poster done, reminder to be sent out.

HB, NG, VW to do a stock take in the PTA store on Friday 16th Oct at 1.00pm.

DISCO's – a contentious subject! It was agreed and CONFIRMED that for this term at least there would be no tuck available for the lower school disco at all. Drinks would still be supplied throughout the disco, but it the kitchen would not need to open as soon as the disco starts. Upper school disco would remain unchanged. Price for entrance to disco is £2 per child. Bex suggested that we sell glow sticks. Due to glow sticks leaking in the past it was decided that this would not happen.

COMMUNICATION

Communication between the PTA and the parents was discussed. We already put notices on the A frames, send home hand outs and send text reminders, so it was agreed that an email list for reminders was not necessary.

A PTA facebook group was discussed, HB had no issue with using social media just so long as it was for PTA advertising purposes only and that parents could not comment on posts. Mr Collins was very clear that he did not want any parent being able to comment on a post as he felt that comments cannot be censored and it opens the school up to complaints and negative feedback. And if anyone felt that strongly that there is an issue then they should address it through the correct channels and not on social media. It was then discussed that if the PTA group was only going to be 'one way traffic' then it was a pointless exercise as we have many other forms of communication including the website.

The PTA section of the current website will (hopefully) change in the near future. It will be updated more frequently and be more interactive. AM has a training session with Mr C booked for Friday 16th Oct on the website, its limitations and how to update it.

AM to draft a newsletter to all parent highlighting this terms events and asking for volunteers. Only those who volunteer will be emailed regarding the event that they volunteered for. She will also remind all parents of the 'drop box' in the office that can be used for suggestions.

5

TREASURERS REPORT

Requisitions from Mr C are to replace the slide and the tyres on the apparatus area. School is paying to fix the log bit. Costings are approx. £3-4K.

VW suggested that we do a sponsored circuits (1 min star jumps, 1 min skipping etc) to raise funds specifically for the play equipment.

Zania suggested that we send a letter out to all parents informing them of what we need to buy and asking

	<p>for a small donation per child. Mr C said that it is a difficult way to fund raise as we will always need money for something! Jude pointed out that with a sponsored event, those that wish to take part could, and those that didn't want to take part didn't have to. It was also pointed out that some parents feel that we ask for a lot of money already and that sending a 'begging letter' was not productive.</p> <p>Waitrose have their Green Token scheme. NG suggested that we approach them to see if we can get a donation towards the paly equipment through that. AM to send a letter to waitrose.</p>
6	<p>A.O.B.</p> <p>No other business to discuss at this time</p>
7	<p>DATE OF NEXT MEETING</p> <p>Weds 4th November 2015 at 15.05</p>
8	<p>ACTIONS</p> <p><u>OCTOBER</u></p> <ul style="list-style-type: none"> - AM to draft newsletter inc. volunteers section - W/C mon 19th – NG to prepare Santa Letter and Christmas cards letter. - Bags to school to go out <p><u>NOVEMBER</u></p> <ul style="list-style-type: none"> - AM to write to Waitrose re. green token scheme - Reminder letter or text to go out to parents regarding Christmas cards & Santa letter <p>6th work party – HB to organise what needs to be done – tuck, wrapping etc.</p> <ul style="list-style-type: none"> - VW to ensure Secret Santa gifts are here. - AM to make poster for A frame <ul style="list-style-type: none"> - AM to source ingredients for melting snowman cookie <ul style="list-style-type: none"> - Book childrens kitchen for 30th Nov <p>28th Lions Christmas Fair – NG to see if we can get 2nd pitch</p> <ul style="list-style-type: none"> - investigate waffle irons costings - AM to ask for volunteers in newsletter <p>30th Decorate a cookie day – Jo, Deb S, Mary, Jude, Carol & Bex to be in school</p> <p><u>DECEMBER</u></p> <p>1st Cranford Park Christmas Fair – HB to organise</p> <ul style="list-style-type: none"> - AM to ask for volunteers in newsletter & in staff room - Exec committee to have meeting to decide on stalls etc. date TBC - AM to make poster for A frame <p>8th, 9th Infants Christmas performance – Sort volunteers for recording dvd & burning dvd.</p> <ul style="list-style-type: none"> - Letter to go out for orders - AM to liaise with Miss Edwards re. location of camera <p>11th Secret Santa – VW to buy gifts</p> <ul style="list-style-type: none"> - Send out reminder letter or text - AM to ask for volunteers in newsletter <p>14th Juniors Christmas performance – NG to source oranges.</p> <ul style="list-style-type: none"> - Sort volunteers for recording dvd & burning dvd. <p>15th Disco – Deb A to book DJ</p> <ul style="list-style-type: none"> - send out letter to get volunteers

<u>ON GOING</u>

AM to update website

Chair signature of approval :
