

Ickleford School PTA

PTA Meeting

Wednesday 10th January 2018, 7:30pm

49 Arlesey Road, Ickleford

NOTES

Present: Nicola Blake (Chair), Alison Trevelyan (V-Chair), Sarah Taylor (Secretary), Nicky Carlyle, Danielle Weetman, Rachael Pratt (Treasurer)

Apologies: Josie MacNamara, Kari Lardeaux, Maria Saul

Item	Detail
Chair's Welcome	Welcome and introductions: Attendance and apologies received as above.
Last Meeting (21/11/17)	Matters arising and action updates: Agreed going forward that action points taken at each meeting to be circulated within one week, with full minutes to follow in time for next meeting. Nothing further to note outside of agenda items below.
Nativity and school performance	Refreshment reflection and discussion: <ul style="list-style-type: none"> • Takings: all agreed that the emphasis on supporting both school shows is in principle a gesture of goodwill over any profits. • School Performance: generally well received again with the evening performances being most popular taking £300 in total. Afternoon performance less popular and proved challenging due

	<p>to opportunities to prepare adequately after lunchtime. Other points going forward include quantities of mince pies and mulled wine (12lts) as both sold/ran out quickly.</p> <ul style="list-style-type: none"> • Nativity: generally not as well received as school performance; preparation time for hot chocolate at day time performance proved challenging but mulled wine proved popular at evening performance. NB acknowledged efforts of all those involved and thanked them for their help, noting a rise in profits n last year. • ACTION: consider limiting what's available for the Nativity day performance next year.
<p>Christmas Disco and Christmas cards/gifts</p>	<ul style="list-style-type: none"> • Disco Reflection discussion: noted that the disco went well again, with DJ being very good and well received. Likewise, Father Christmas was also very good, interacting with the children well and the gifts were amazing. Further considerations for next year include buying a few extra presents, for late comers and more wrapping paper. Also need to replace tattoos ad pens before next disco event. ACTION: NB to send thanks to both the DJ and Father Christmas whilst expressed thanks and acknowledgement to NC for the gifts8 ACTION: NC to talk to MS regarding tattoo equipment and what's needed. • Christmas Cards/Gifts: reflection on activities in the run up to Christmas, including tea towels. Agreed timescales for tea towel turnaround and planning within school time for card designs needed to be greater next time and to speak with staff and printers earlier to ensure less time pressures. Discussion around printing further tea towels after parent contact about wanting more. Agreed to explore additional tea towels to be printed for sale through school and at Summer Fair. Profits not clear at time of meeting. ACTION: NC to explore additional tea towel printing. ACTION: RP to send on the details of sales/profits and invoices.
<p>Quiz and Curry (26/01/18)</p>	<ul style="list-style-type: none"> • Planning discussion: general discussion about what needs to be done and in place, to prepare for the event; including timescales for promotion and ticket sales, curry costs and timescales, and

	<p>refreshment requirements (TENS, bar stock). Some debate about possible quiz masters including clarity that Adrian Speed would now be unavailable. Agreed to organise nibbles for tables alongside clarity from Mrs Parmar in respect of curry prices and timeframe for confirmation of numbers and any advance monies. Agreed to set up school gateway for payment for in-school sales. Agreed max. 8 per team, set up from 6pm, doors/bar open at 7pm, quiz to start at 7:45pm and include a raffle.</p> <p>ACTION: NB to talk to School Office about ticket sales</p> <p>ACTION: NB to confirm requirements and negotiated costs of curries with Mrs Parmar</p> <p>ACTION: ST to organise parentmail, ticket sales and helpers comms whilst RP organises flyers/posters. To go out Friday 12th for order deadline Tuesday 23rd.</p> <p>ACTION: ST to organise TENS.8</p> <p>ACTION: RP, AT, NB to check bar and cutlery/plate stocks and order as necessary.8</p> <p>ACTION: NB to source raffle prizes.</p>
<p>Band Night (3rd March)</p>	<p>Confirmed as Saturday 3rd March at Lavender Farm. Details for capacity and ticket sales tbc and need to be clear on bar management and times for TENS and advertising. Agreed to increase ticket prices slightly on basis if feedback from previous event, so up to £10 each and event times 7pm-11pm. Ticket sales methods as per fireworks, and posters only (approx.. 30). All related comms to be ready to start circulating as soon after quiz and curry as possible.</p> <p>ACTION: ST to organise TENS, Facebook event and postings; plus DW for IP /village networks.</p> <p>ACTION: ST to confirm capacity with Tim Hunter</p>
<p>Fireworks complaint</p>	<p>Complaint received on 1st December in relation to debris landing in and close to property in Witter Ave. No updated pictorial evidence (resent last years, proved not to be from school display). This year claiming unsafe and threat of legal action should we proceed with display in 2018. Notifications delivered to residents of Witter Ave by 23rd October, without any subsequent concerns raised prior to display. NB recounted details of previous year's complaint and response and following up with fireworks company and legislation. Company confirmed our category 3 licence entitles display as long as distance around the launch area and property boundary is no less than 25 metres. This needs to be checked again to give pta assurances</p>

	<p>operating lawfully. Chair of Governors stated support pta is necessary. ACTION: NB to link with school to get field measured again.</p>
Mother's Day (11th March)	<p>Mother's Day falls on 11th March. Discussion about possible options this year. Agreed to do stall at £3.50 per gift and decorate a teapot/teabag card at the least. Stock in pta room to check and purchase more gift items where see suitable items on offer. In order to allow time for stall to be prepared and operate notification and slips to be circulated in school from w/c 19th February for replies and payment back by 2nd March with stall on 7th/8th March and gifts going home on 9th March. Need to clarify with SD the timetable for classes to partake during the school day. ACTION: NB to talk to SD ACTION: ST to organise comms and slips from previous years</p>
Summer Fair (16th June)	<p>Discussion about bringing the event back and what attractions would work. Agreed obstacles; hay bale arena, bouncy things, police, fire, face painting, go karts, bar, bbq, pony rides, archery, tug o war, cakes/choc, tombola's etc. ACTION: ST to look into go karts and pony rides ACTION: RP to look into archery ACTION: bouncy items to be explored by all.</p>
AOB	<p>Forthcoming activities / events for next meeting:</p> <ul style="list-style-type: none"> • Fun run: needs planning and further discussion • Family party: needs planning and further discussion • School discos: future dates and themes to be considered, or alternative event.
Date/venue of next meetings	<p>Wednesday 21st February at NB's House; 8:00pm</p> <p>Items for consideration:</p> <ul style="list-style-type: none"> • Band night; ticket sales, promotion, helpers. • Fun Run, Family Party, School disco or other, • Fireworks update • Quiz and curry reflection • Pre-loved uniform sales idea (suggested by Adele Cook)