



## Minutes of PTA Meeting – 04 May 2011

**Venue:** The Bellemoor

**Attendees:** Liz Barnes, Miranda Boakes-Clark, Anthea Bell, Carol Randall

### **Topic: Royal Wedding Street Party – 28 April 2011**

The street party was a great success, and the children seemed to really enjoy the event. A huge thank you to all the volunteers who helped with the mammoth task of moving all the tables and chairs to the garden area of the school, setting up the tables, serving food and drinks, organising games for the children, dressing the top table, making the wedding cake, clearing up after the event, and generally helping to make the event such a memorable occasion.

### **Topic: The Giant Sleepover – Friday 10 June 2011**

The date for the Giant Sleepover event is confirmed as Friday 10 June 2011. The format will mostly be the same as in previous years:

- Sleepover for 60 children - £15 each or £12.50 for siblings
- Parents to drop off children back at school 6pm for registration
- A fun-packed evening arranged with games, activities, films, hot chocolate and biscuits and a small amount of sleep!
- Breakfast served in the morning
- Parents to pick up children from school between 08.30 and 09.00 on Saturday 11 June

The application process will be slightly amended this year, in an attempt to make it slightly fairer, although there will always be a certain amount of disappointed children with any type of event that has limited places.

#### **New Application Process**

1. Prior notification will be given, advertising the date that Sleepover application forms will be released. This could potentially be done through the school newsletter, plus some countdown flyers sent home with the children.
2. Sleepover application forms will be sent home with the children on Friday 13 May. A copy of the application form will also be posted onto the school website for any parents who do not get a copy from their child. A full explanation of the selection process will be included in the letter.
3. Completed application forms will only be accepted when sent in to school with the children on Monday 16 May, and handed to their teacher at morning registration. No preference will be given to any applications handed in to the office on Friday 13<sup>th</sup>. Payment must be sent with the application.
4. All applications will be taken out from the class registers on Monday 16<sup>th</sup> May, and the 60 places will be allocated on the first 60 applications 'pulled out of the hat'.
5. All additional applications will be placed on a waiting list, in order of being 'pulled out of the hat'. Payment will be refunded to all waiting list applicants by Wednesday 18 May.
6. Any late applications will be added to the bottom of the waiting list, in order of being submitted.
7. Successful applicants will be advised by letter by Wednesday 18 May.

**Action:** Carol Randall to check with Julie Prince if school newsletter being sent home w/c 09 May



**Action:** Carol Randall to organise countdown notes to be sent home with children 10/5, 11/5 and 12/5

**Action:** Carol Randall to write and distribute Sleepover application forms by Friday 13/5

**Action:** Carol Randall to send copy of Sleepover application form to website controller by 10/5

### **Sleepover Evening Activities**

Nikki Jenkins is to be asked if she would organise/oversee the schedule of fun activities for the children at the Sleepover; including games with and without water, treasure hunt, obstacle race etc etc.

**Action:** Anthea Bell to check with Nikki Jenkins if she will take on this task

### **Supervising Adults – Teaching Staff and Parent Volunteers**

Teaching staff confirmed to stay for the Sleepover – Emma Henderson, Philip Male, Nikki Jenkins and Geoff Brown.

Parent Volunteers to stay all night – Anthea Bell, Liz Barnes, Martine Heywood, Catherine Hockley.

Parent Volunteers to help for the evening – Miranda Boakes-Clark, Claire Naylor.

### **Other Sleepover Notes and Action Points**

- Heating not to be switched on this year
- Children to bring own camping mats

**Action:** Carol Randall and Anthea Bell to source 60 prizes

**Action:** Liz Barnes to source DVDs for the Sleepover

**Action:** Carol Randall and Anthea Bell to look into better way of making hot chocolate for the children, including possibility of buying an additional hob

### **Topic: Year 5 cake sale – new suggested date – Friday 24 June**

The postponed Year 5 cake sale which was due to take place on Friday 08 April will now take place on Friday 24 June, if suitable date for the school.

**Action:** Carol Randall to check with Julie Prince/Geoff Brown if date suitable

### **Topic: Year 5 Performance - DVDs**

USH are still working on the editing of the master copy of the DVD, which should be complete by 13 May. Anthea Bell will then arrange for DVDs to be copied. Target date for sending all copies of DVDs to Y5 parents is Friday 27 May.

Note: The price of DVDs will be increased to £4 from September onwards.

**Action:** Anthea Bell to advise Carol Randall of total number of DVD orders for purpose of buying the performance recording licence



### **Topic: Y3 – Y5 Summer Disco**

The date for the Y3-Y5 Summer Disco is provisionally set for Tuesday 19 July from 6.00 to 7.30 pm.

**Action:** Anthea Bell to check with Julie Prince/DJ if date can now be confirmed

### **Topic: Y6 Leavers Party – Tuesday 26 July, 6.30 pm to 8.30 pm**

The date for the Y6 Leavers Party is confirmed as Tuesday 26 July, from 6.30 pm to 8.30 pm, and the DJ is confirmed.

The theme for the party should be decided by the Y6 children, from which the general organisation of the party and refreshments can commence.

**Action:** Carol Randall to ask Y6 teachers to organise how / when the party theme to be decided

### **Topic: Other Y6 Leavers Activities**

- There are a number of companies who produce **Leavers T-shirts** for approx. price of £7 each.
- School to produce a **DVD of photographs** for each child
- **Leavers Assembly.** PTA to provide teas/coffees

**Action:** Carol Randall to research T-shirt suppliers and designs

**Action:** Carol Randall to check with school on date for Leavers Assembly

### **Topic: Christmas Disco**

The date for the Christmas Disco is provisionally set for Thursday 08 December 2011 from 6.00 to 7.30 pm.

**Action:** Anthea Bell to check with Julie Prince/DJ if date can now be confirmed

### **Topic: Car Boot Sale – potential idea to raise funds for additional play activity equipment**

To raise funds for more outdoor activity equipment, a car boot sale could be held on either Saturday 09 July or Saturday 16 July. Outline plans include:

- Timing: from 10am to 1 pm. Car park open to Sellers from 9 am
- Charge to sellers of £5 per car or £2.50 per wheelbarrow
- Selling plots to be booked and paid for, prior to the date
- Entrance fee to Buyers of 20p each
- Refreshments, such as hot dogs and cakes to be sold
- Tombola
- Games in the garden area of the school for children

**Action:** Carol Randall to check with Julie Prince/Geoff Brown if date and idea are suitable

**Action:** Carol Randall to check with Paul Pike as to how many car spaces would be available



**Topic: Sponsored Event – potential date of w/c 27 June 2011**

This year, the Sponsored Event will be specifically targeted to raise funds for additional outdoor play equipment. As the children are excited about the plans for the outdoor activity area, it should help them to focus their sponsorship efforts as they know how their donations will be spent. The school topic for the summer term is 'Britain' so it could be a good idea to link the sponsored event activities with this theme.

A suggestion for one activity could be to 'Pin the Town on the Map', in which the children could be given a map to learn (levels of difficulty graded by year group) a couple of weeks before the sponsored event, with designated towns pinpointed - and then they would be tested in a fun environment on the day.

**Action:** Carol Randall to discuss idea with Geoff Brown

**Action:** Carol Randall to arrange for PTA to attend an upcoming staff meeting, to further discuss idea

**Topic: Major Event Plan outline for remainder of 2011**

The following major events are currently being organised:

- **Giant Sleepover – Friday 10 June**
- **Y5 Cake Sale – suggested date of Friday 24 June**
- **Sponsored Event – suggested date of w/c 27 June**
- **Car Boot Sale – suggested date of Saturday 09 July or Saturday 16 July**
- **Y3-Y5 Summer Term Disco - Tuesday 19 July** (potential date)
- **Y6 Leavers Party and Disco – Tuesday 26 July**
- **Garden Party – September 2011** (date to be confirmed)
- **Christmas Disco - Thursday 08 December** (potential date)

**Topic: AOB**

- In future, when selling teas/coffees a sign will be made and displayed at the refreshments table, stating 'suggested donation 50p'
- Details of companies which participate in Matched Funding scheme to be publicised in next PTA Newsletter
- The price of DVDs for school performances will increase to £4 from September 2011 onwards
  
- **Action:** Carol Randall and Anthea Bell to tidy up Store 10 and throw out books
- **Action:** Liz Barnes to investigate 'bargain' items from Toys R Us, for use as PTA prizes

**Thank you to Liz, Miranda and Anthea for attending. What a productive meeting that was!!**