

Minutes of Gosfield School PTA Meeting Held on 18th May 2018 at 8.30am

Attendees: Terri Ulrich (Chair), Rebecca Stapleton (Secretary), Joanne Tarbin (Treasurer), Fiona Sakal, Susie Wyss, Karen Blackburn, Helen Hazel, Susan Price, Marcella Goodlad, Guy Martyn, Patrick Bell

1. Apologies

Apologies were received from Si Maggee, Connie Bateman, Simon Lambert, Sandy Abley

2. Approval of minutes from the last meeting

No minutes to approve as this an informal first meeting covered by notes only.

3. Race For Life Feedback

Total raised so far in excess of £3000. Money raised from the cake sale £100. Donation of £60 from Molly Moos. Sale of cakes and drinks by the PTA total £218.86, split 50/50 between PTA funds and Race For Life. Agreed to close the just giving page at the end of term 26th May 2018. Feedback suggested that we label the gazebos and record where they are stored. We need to use storage boxes for PTA equipment, Joanne Tarbin is collecting donated items and storing them at home on an ongoing basis, example of donated items are napkins, tablecloths etc. Going forward the school would like to agree next years date much sooner and find a date that avoids clashing with SATS and exams to bring in small local schools to the event.

Action TU to chase Blackwells for a donation from their BBQ proceeds.

Action JT investigate cost and process of the school obtaining a drinks license

Actions for next time / lessons learned

Improve time planning

Sell bottled water

Sell Pimms at Sports Day

4. Forming of sub-committees

The chair asked for volunteers to be responsible for planning and organising PTA activities, although all members will volunteer to help at events. Thank you to everyone who stepped up. The teams are as follows:

- Second Hand Uniform – Terri Ulrich and Susan Price
- Coffee Mornings / Afternoons – Fiona Sakal and Karen Blackburn
- All Wrapped Up – Helen Hazel and Marcella Goodlad
- Sports Day / Cut Hedge – Susie Wyss and Rebecca Stapleton
- Prep Movie Nights – Terri Ulrich and Joanne Tarbin
- Christmas Prep Party / Senior Spring Dance – Connie Bateman
- Social Media / Communication – Si Maggee

5. The Grand Christmas Ball update / confirm roles

The chair asked for volunteers to be responsible for tasks associated with the ball, although all members will be involved with the ball. Thank you to everyone who stepped up. The teams are as follows:

- Tickets – Fiona Sakal and Rebecca Stapleton
- Programme / Auction / Raffle – Joanne Tarbin and Terri Ulrich
- Entertainment – Connie Bateman and Fiona Sakal
- Food and Drinks – Marcella Goodlad and Si Magee
- Venue / Table Plan / Decoration – Karen Blackburn and Susie Wyss

The following points were confirmed - date 24th November, 150 places, tables of 10, band and DJ will attend, wine will supplied by the PTA using Majestic sale or return, guests to pre-order wine before the event and wine will be waiting on their tables, tickets £55 per head, agreeing content and time line is a priority to enable the tickets to be designed and printed for sale on new pupil day.

Action TU to book a ball meeting

6. Spring / Summer term 2019 whole school event / PTA fund raiser (to take away for ideas at our next meeting)

TU suggested that as the PTA workload is being shared around a bigger number of people there may be the capacity to introduce a new, whole school and parent community event to raise funds and have fun together. Suggested to take place in the summer term before half term 2019. All in agreement.

Action – everyone to find an idea with costing if appropriate for the next evening meeting.

7. Any other business

Joanne Tarbin highlighted that the school could make a lot of money by using Just Giving. All were very positive about this. JT has produced flyers with a code to mail to all parents to promote the scheme.

Action Patrick to add the Just Giving details to the PTA section of the school website and the school facebook page. Si Magee to add the details to the PTA facebook page.

The PTA discussed speech day with Guy Martyn reflecting a mix of views on prizes. It was suggested that some type of citizen / kindness award be introduced and Guy Martyn liked this idea. Types of prize gifts were also discussed with medals being the most popular idea. TU asked if it might be possible for Key Stage 1 to be excused after their section of prize giving is complete as it is very long and hot for the smallest children. Guy will consider this with the prep school.

8. Schedule next meeting – Tuesday 22 May 8.30am Drop In room

9. Close – meeting closed at 9.45am