

# Robertswood PTA Meeting Minutes

## Monday, 14<sup>th</sup> January 2019

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Robertswood PTA Autumn Meeting			
<b>Date:</b>	14 <sup>th</sup> October 2018	<b>Time:</b>	19:45 – 21:30
<b>Location:</b>	Small hall, Robertswood		
<b>Attendees:</b>	All PTA members, teachers, parents & guardians welcome		

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Present: Jo Blood (co-chair), Rachel Seymour (co-chair), Kirsty Etherington (Treasurer), Ian Barker (outgoing Treasurer), Catherine Murphy, Rebecca Bell, Angela Congerton.

Apologies: Eddie Ritchings (Head Teacher), Jenny Evans, Stephanie Aylott, Stephanie D'Arc, Katie Morgan, Patrycja Thoule, Mandy Wolfe.

1. Welcome – Jo and Rachel welcomed everyone to meeting, thanked everyone who helped organise and run the Christmas Fun Night and set the agenda to discuss feedback from the Christmas fun night and forthcoming dates and fundraising ideas.
2. Feedback from Christmas fun night/iPads
  - The Christmas night was a great success raising £4588 and enabled the PTA to buy 15 new iPads and robust cases for the school. Robertswood now have a full set of 32 iPads for a whole class to use.
  - Fairground guy – PTA received feedback that the older fairground guy was rude to people and swearing in front of children which not acceptable.
  - Prizes from the fairground stall included bows and arrows which older kids used as weapons around the playground and Santa's grotto area. If have fairground again then will say no bows and arrows at future events.
  - Santa's grotto – complaints on length of queues, may need two Santa's in the future. One for groups, one for individuals.
  - Some children wrote rude 'letters to Santa'. As a result, all children visiting Santa will need to have an adult with them.
  - Magic Mirror – didn't raise much money, if re-book will have in the disco area in future as this apparently creates better pictures.
  - Disco – positive feedback so will book DJ Sam for next year.
  - Request that Rugby Tots to be given notice of Christmas date in 2019 as set-up was delayed due to not being able to access hall.
  - Hot drinks must all have lids at future events after a child had hot coffee spilled on them in the disco which proved an upsetting incident.
  - Finish time – need to run the event until the time stated on the programme and not finish early. Raffle can be called and event still run for 30 minutes or so. May mean a little more profit, will also mean that parents arriving later due to work commitments will have time to go round the whole fair.
  - Floats – more 50p coins needed in future.
3. iZettle feedback:
  - One transaction made for £20.
  - Easy to use and will have on the main door at future events to speed up ticket sales as lots of people paid for entry with big notes.

- Can use on the bar at the Panto.
  - Offer uniform shop to use it and look into buying a second machine when on offer.
4. 100 Club
    - Currently losing more people than gaining.
    - 50% goes to school, 50% in prizes
    - PTA/Treasurer to run, will work out moving forward.
    - Need to generate interest so suggestion to film the monthly draw and post it on Facebook.
  5. Auditing PTA accounts
    - Require an independent auditor to check and sign the accounts. Person used to use now retired, need someone with a finance qualification.
    - Accounts are prepared and need to be checked and signed off.
    - End of year accounts need to be submitted by July for the year that ends September.
    - PTA a charity in its own right, school a separate charity, so have separate charity numbers.
    - Rachel to ask Alpa if she will help with this.
  6. Gift Aid

Need to speak to Mrs Chawan to ask if we need to request gift aid consent separately or if linked to the school. Angela to see if she can do a checkbox for people to tick and sign off when they arrive at the panto and collect their tickets.
  7. Pantomime

Panto to take place on Friday 25<sup>th</sup> and Saturday 26<sup>th</sup> January, four performances in total. Jo and Rachel to organise 5 raffle prizes for each of the performances, Rachel to send London Guild logo to Jason to add to programme. Jo and Rachel to manage refreshments for all four performances and recruit helpers!
  8. Frankies Special

Mandy Wolfe has agreed to run the Frankies Special on Friday 8<sup>th</sup> February and Friday 17<sup>th</sup> May. Letters have one out to children.
  9. Valentines Disco

A number of parents have requested that the PTA run a school disco. Discussed logistics and concerns regarding un-chaperoned children following previous film nights. Will need to speak with teaching staff and Mr Ritchings to see if they will support a disco. Proposed date Friday 15<sup>th</sup> February before half term. Hall will be occupied by Rugby Tots 3.30-4.30pm. DJ would then set up. Propose to run two separate timed events so that younger children feel comfortable; KS1 disco would run 5.30-6.30pm, KS2 disco 7-8pm. also face paint and tuck shop. Forms with name and contact details of adult responsible. Could serve drinks to parents in small hall so stay on site and socialise as disco only one hour...
  10. Family Bingo

It was agreed that the PTA should run the family Bingo night again. Date set for Friday 29<sup>th</sup> March.
  11. Easter Egg Competition

Easter Egg decorating competition to be held. Children can bring in hardboiled decorated eggs, pay £1 to enter and PTA to provide an Easter egg prize for each class on Friday

5<sup>th</sup> April. Consideration that craft eggs could be used instead of hardboiled eggs but this would reduce profits. Other suggestion was to sell hardboiled eggs the day before to ensure more entries! Will also hold a tuck shop after school on Friday 5<sup>th</sup> April.

12. Family Film Night

Proposed Saturday 8<sup>th</sup> June for a family film night on the school field.

Sell entry tickets to event. People can bring beanbags or chairs, get quotes for pop-up cinema, can sell popcorn, BBQ, bar, ice-cream van, play rounders

13. Summer Fair

To be held on Saturday 6<sup>th</sup> July. Best time would be 11am-2pm over the lunchtime period as allows enough time to set-up and for children's morning clubs to finish. People don't feel like they are committing their whole day and can attend other local events afterwards if wish to. Spent some time discussing themes (Brexit, Cricket World Cup, Rugby World Cup, Beach/Seaside theme), street dance teacher to come up with theme. Need ideas for activities for older children as the fairground people not available on that date. Suggestion of Virtual Reality gaming. Need to book reptile man again. Possibility of paying students to man stalls if not enough parent helpers.

14. Mother's Day and Father's Day lunchtime shops

Discussed running shops during the lunchtime period ahead of Mother's Day and Father's Day similar to the Secret Santa room at the Christmas fair. Children to buy presents for mum's/aunties/grandmothers and dad's/uncles/grandfathers for £2 a gift. Can take pre-payment to ensure children not upset and forget money on the day. Idea to run on the Thursday and Friday to give children two chances to buy.

15. Forthcoming events

- Frankies Special – Friday 8<sup>th</sup> February
- Valentine's Disco TBC – Friday 15<sup>th</sup> February
- Mother's Day lunchtime shop – 28<sup>th</sup>/29<sup>th</sup> March
- Family Bingo – Friday 29<sup>th</sup> March
- Easter Egg Competition – Friday 5<sup>th</sup> April
- Rangers Fun Day – Saturday 11<sup>th</sup> May
- Frankies Special – Friday 17<sup>th</sup> May
- Father's Day lunchtime shop – 13<sup>th</sup>/14<sup>th</sup> June
- Rangers Awards – Saturday 18<sup>th</sup> May
- Revue – Friday 17<sup>th</sup> & Saturday 18<sup>th</sup> May
- Family Film Night – Saturday 8<sup>th</sup> June
- Feast Day – Saturday 29<sup>th</sup> June
- Summer Fair – Saturday 6<sup>th</sup> July
- Colour Run – Saturday 21<sup>st</sup> September (Sushil to organise)
- Quiz – October 2019
- Fireworks – November (Rachel and Kirsty to research)
- Christmas Family Night – Friday 29<sup>th</sup> November

The chairs brought the meeting to a close at 21:30 and thanked everyone for their participation and commitment.