

## **PTA meeting – Date: 03/05/2024**

Attendees: Jane Leetham (Chair), Maria Armstrong (Secretary), Rachel Asplin (Treasurer) Claire Green, Eden Smith.

School representative: Mr Grice 2:30-2:45

### **Preloved toys, books, games and clothes Sale Event:**

Taking place Friday the 10<sup>th</sup> May, short of volunteers but we will manage, 4 helpers for definite and a few have also offered to help set up before the event.

Maria and Rachel are storing the donations and will organise as much as possible before the event. Some uniform clothing is stored at school in the first aid room.

Maria is able to transport the clothes independently but Rachel due to the volume of toy donations will require assistance, Jane will assist in her van plus others.

Discussed pricing for the items, clothes to be priced at £1 even the school jumpers and cardigans.

Toys to be priced at the event. Books 50p, Games £1.

We decided to have a table with small toys on that the children of the PTA could run, they could have a donation bucket. Children donate some pennies and can select a small toy.

Lots of baby toys donated so will have a baby table.

Will organise everything in the hall before the event, clothes to be organised into age ranges on the tables, a book table, games and jigsaw table etc.

Talked about putting clothes on clothes rails but decided to just do this with the dressing up clothes, Claire to provide a clothes rail. I can put dressing up clothes on hangers before arrival. Will need to decide on a price for dressing up clothes.

Rachel and Maria to provide the signage for the event.

Rachel has kindly offered to do a poster to advertise this event and the forthcoming events.

Need to know when we can get into the hall to set up, Mr Grice checked this for us. 1:45 is the earliest we can get in as need to let the Dinner ladies finish. Although they won't need to put the tables away as we will require them.

Jane to formulate the risk assessment for the event, helpers to read and sign on the day.

Teachers are of course invited to come around before the event starts, to see if anything would be suitable for the School.

### **Non Uniform Day:**

#### **Dress yourself to express yourself.**

Children to dress as they wish in return for a bottle of anything, for the summer fete game.

Need to check this as may not be appropriate particularly if donating alcohol.

Discussed with Mr Grice, parents would have to bring the bottle donations on the particular day straight to the office. Maria could be available to collect the alcohol at the office.

The committee discussed this after the meeting, on the evening of the meeting and jointly decided that a non-uniform day plus the children wearing non-uniform on the day of the fete may be too much.

Non uniform on the day of the fete/picnic, voluntary contribution to the PTA funds of £1.

Bottle drop donation a week before the fete/picnic.

### **Summer Picnic/Fete:**

The event to be held straight after school on Friday the 14<sup>th</sup> June.

Parents will have full responsibility for their child/children.

Need to find ways to encourage families to stay for the whole event, could the children do performances at times staggered through the event.

Mr Grice, said that he had spoken to the other staff members about this and the children can do a performance but it would involve only those children who wished to participate and it would be at the beginning of the event, so that staff if they wished could depart. Mr Grice would be attending the event and is happy to participate in the soak a teacher with a sponge event.

### **Stalls/Activities:**

**Book stall:** Rachel's Mum

**Sweet stall:** Clare Warrener

**Tattoos:** Claire Green

(PTA happy to cover the cost for the resources of this activity if a receipt is provided).

**Throw a sponge at a teacher:** Mr Grice

**Splat the rat:** Joy, Jane offered to make the game

**Name the teddy**

**How many sweets in the jar:** Clare Warrener

**Hook a duck**

**Beat the goalie:** (Clare's son and his friend to be the goalie)

## **Tombola**

### **Bottle game**

### **Lucky dip**

**Pot of Gold**, idea given by Claire, parents to put a £1 in the jar and write their name on the list. A name is selected at random and they get half the money in the jar, the other half goes towards the PTA school funds.

**Raffle:** Needs someone walking around selling them, to sell them to the parents before and during reading buddies. (Can only sell on the day due to gambling rules, so need to push the sales)

**Music:** Ian to do music games on the field to keep the children entertained, has his own portable music system.

Eden offered her parachute to do parachute games or for just sitting on.

**Cake stall:** Person is sadly unable to do the date.

See if Gary would be willing to do a martial arts demo with the kids, Rachel checked this, sadly Gary is away on holiday.

Clare has been amazing at getting prices for the raffle, so many vouchers from the local shops etc in Ashby. Well done Clare, it is much appreciated.

Need plenty of volunteers to run the stalls to make it a success.

Clare has organised an ice cream van to come. Mr Grice said that it would be best if he came just before 3 to set up on the playground while the children were in their classes. Clare to coordinate this.

Discussed after the meeting: to have a stall selling cakes, crisps, sausage rolls, drinks including hot drinks. (Health and safety will need cups with lids on).

5pm finish.

### **Risk assessment and insurance:**

Need to arrange a meeting with Vicky to talk about risk assessment with regard to the event.

PTA will of course provide their own risk assessment.

Children will be the responsibility of their parents.

No high risk activities.

Only the school community invited although how does this stand with inviting the new intake parents for August 2024, will that be an insurance problem.

