



Meeting held on Sunday 2nd February 2020 at 10.00am in the King's Arms, Cleobury Mortimer

MINUTES

PRESENT: Sharon Wakeman (Chair and minutes); Tracey Clinton; Hannah Coleman (Minutes); Julie Everingham; Tracy Pearce; Amie Williams.

1. Apologies

Apologies were received from Zoe Baggott, Rachel Datlen, Michelle Kendall, Sarah Price and Darren Reynolds

2. Minutes of the meeting held on 9th January 2020

The minutes were agreed and signed.

3. Matters arising

a) **Sports Department wish list** Tracey said that the transfer of the funds was in hand.

4. Treasurer's Report

a) **Bank balance** Tracey reported that the balance stood at £9,112.45. However, outgoings were imminent.

b) **Cheque for launch of School Hall Project** Tracey said the transfer of the £6,000 towards the hall project was in hand.

c) **On-line banking sign-up** Tracey had received the apparatus needed to log in for Sarah and that hers was due to arrive. The one previously used by Sharon should still be operational.

d) **Gift Aid** Sharon had recommended in the School Hall Project meeting with Gill and Darren that the school should administer the Gift Aid. This was an idea that had previously been shelved by the PTA as it put the amounts they would raise, for the types of events run, at risk due to the nature of requesting donations for entry. Also, for the amount of money the school required, it would require a dedicated volunteer to maintain the Gift Aid applications and, at present, it was too much to expect any PTA volunteer to take up on top of their existing tasks. Perhaps once there was more community involvement, there might be a volunteer willing to take on this role.

5. School Hall Project

a) **Men's Shed contact and stripping/clearing hall** Michelle and Lee had attended a meeting to introduce the PTA and the School Hall Project. The group was very supportive. It was hoped that this was the start of a positive two-way arrangement.

b) **Contact with Worcester RFC regarding car raffle** Sharon provided an update. Looking into the experience of others, one group had raised £20,000 over a whole rugby season, and another Christmas prize draw raised £10,000 over three months. The advice was to hold the raffle over a longer period in order to increase the time to sell as many tickets as possible. It was likely that a purchase deal could be made with a car dealership and to borrow one of their promotional vehicles to display at events where there would be

plenty of footfall. Such events could include the Bike Show, Cleobury Farmers Markets, Cleobury Festival and any School Hall events like quiz nights and discos. The PTA could also look into the Safari Park and possibly the Ludlow Food Festival as places to take the draw beyond the immediate community. It was also worth considering whether a smaller vehicle, or perhaps a bike, could be an alternative to a car. It was further agreed that the ticket price should be £10 per ticket.

ACTION Sharon to investigate purchasing a vehicle or bike, and the potential deals and costs involved.

- c) **Big Ticket initiatives and events** It was agreed that by putting all efforts into one major initiative would be the most effective way of raising funds for the hall project. Also, it was agreed that the PTA should look into events to encourage more use of the School Hall in its present state, such as a reunion or back to school disco. That way, once the Hall Project was complete an opening party event could also be organized to again encourage more fundraising and to round off the project.
- d) **Meeting between PTA and School Admin held on 17th January 2020** The project meeting had taken place, and the next was due to be held on Friday 14th February.

All agreed that it was disappointing that the launch of the School Hall Project had not featured in the February issue of the Cleobury Clarion, or been mentioned in the school newsletter. The PTA still felt the project needed a big marketing effort to introduce it to the whole community.

ACTION Project Meeting members to meet on Friday 14th February at 10.00am.

ACTION Darren and Tracey to ensure the project appeared on the next newsletter.

6. Forthcoming events

- a) **Bingo Evening on 27th March** It was agreed that this was to be a family event. Sarah had already been in touch with Cadbury and had offered to sort the prizes and pack hampers. It was agreed that all prizes would be chocolate rather than cash. It would also be discussed at the next meeting how many hampers to make up for the raffle once there was an idea of donations. Free entry should be mentioned on the posters to encourage attendance. It was also initially agreed to sell books at £1 per book, and dabbers on the door. This was to make it affordable for families, however the final amounts could be discussed at the next meeting once more feedback had been received. Tracey had researched bingo books and found 72 books with 7 views that could be purchased for less than £10. Money could therefore still be made on these even at a nominal sales price. The PTA would provide the bar.

ACTION Tracey to buy dabbers and look into purchasing books. She would also arrange a Parentmail to go out before the February half term to request for chocolate donations for prizes and hampers.

ACTION Tracey to ask Darren about sourcing a Bingo Machine, or alternative method.

ACTION Sarah to update posters.

ACTION Sharon to approach local sweet shop Tracey's Kreations to ask if they would contribute towards the raffle hamper.

Hannah left the meeting at 10.45am.

- b) **Bags2School on 27th April** Bags2school could no longer do this date and suggested Wednesday 29th. It was agreed to ask them to change it to Monday 4th May as this would be more preferable so the bags did not take up space in the locker room.

ACTION Tracy to contact them to change the date to 4th May 2020.

7. Feedback on events

- a) **Bags2School on 4th November** A cheque was sent to the PTA for £261.20.
- b) **Burns Night Quiz on 24th January** It was noted that the stalls raising funds for the Kenya trip had been well received, and that students would be welcome to attend the Bingo Evening too. £477 cash was made on the night, along with £100 via Parentmail. It was noted that a review of the entry price could be discussed at the planning of the next quiz night to encourage more attendance.

8. Lacon Lottery

- a) **Student entries** Tracey would approach the School Office for these. The draw for the £50 cash prize would be drawn at the next meeting. It would also be discussed at the next meeting whether to reduce the cash prize on offer, depending on the interest or lack thereof of students taking up this draw. Some members felt that more was gained via Parentmail entries as it was easier for families to partake.
- b) **Lottery licence** Tracey was not DBS registered, as required. Tracy was DBS registered and would sign the forms on behalf of the PTA.

ACTION Tracy to sign the licence forms on behalf of the PTA.

- c) **Leaflet drop to follow meeting** Amie had brought the forms with her.

9. **Christmas Raffle** This would be discussed at the next meeting as it was highlighted that many school groups and local organisations hold Christmas raffles. This would impact on how much money could be raised given that it would also take a lot of effort putting a big raffle together.

10. **Mrs Reilly Memorial Garden** The PTA would make a contribution towards this once there was an idea of the garden's design and the school had an idea of what was required.

11. AOB

- a) Celebration Day Raffle
- b) Reunion/Back to School Disco
- c) Cleobury Festival on 27th June

12. Date and time of next meeting

The next meeting would be held on Tuesday 10th March 2020 at 7.00pm in the Resources Centre, School.

The meeting closed at 11.15am.

Signed:

Date: