

Meeting held on
Tuesday 10th March 2020
at 7.00pm
in the Resources Centre, Lacon



Minutes

1. **Present: Sharon Wakeman (Chair), Sarah Price (minutes), Rachel Datlen, Tracy Pearce and Darren Reynolds (Head)**
2. **Apologies: Michelle Kendall, Tracey Clinton, Zoe Baggott, Hannah Cole and Amie Williams.**
3. **Minutes of the meeting held on 2nd February 2020**
Agreed and signed
4. **PTA Constitution 2018**
Formally adopted and signed.
Action: Sarah to check with Tracey about where copies need to be filed/displayed.
5. **Matters arising**
 - a) **Christmas raffle**
Decided to shelve the idea of having a Christmas raffle in favour of the 'one big item' raffle instead. Darren has spoken to Lynne Latham from Isla bikes who is considering giving us a voucher to the value of £1000 for around £700. Sharon will compile a letter to be sent from the PTA.
 - b) **Mrs Reilly Memorial Garden**
No current information available about the cost of this at the moment but it is hoped to be completed by Easter.
 - c) **Celebration Day Raffle – Thursday 16th July**
Decided to sell refreshments in the pod prior to the Key stage 3 presentation and following the key stage 4 presentation. We will also be able to sell raffle tickets here.
 - d) **Reunion/Back to School Disco**
Planned to be held on Saturday 27th June, on the evening of the Cleobury Festival.
 - Decided to try and have a band at the event – Tracy will see if Re-booted are available.
 - We will do our own catering as we can prepare for this during the day when we are doing the Cleobury Festival refreshments. We need to have a think about what type of food we want to sell. Ideas included: Chilli, Slow roast (pork baps), cold buffet or bar snacks (ie. Rolls, pork pie, sausage rolls, crisps).
 - A discussion took place about the price of tickets and whether they would include food. £5 and charge for food on top of that, or £10 to include food – to discuss further at next meeting.
 - We will run our own bar as this will generate more money.**Action:** Tracy to see if Re-booted are available.
6. **Treasurer's Report**
Bank balance £4291.08
7. **School Hall Project**
 - a) **Publicity for launch of project**
Sarah has drafted an article for the Clarion and will send it to Jim Reynolds, along with a copy of the photo

b) Crowdfunding page

This is ready to be launched on 16th March, following which it will be promoted in the school newsletter, website and PTA facebook page.

Action: Sarah to send article to Clarion and update website and PTA page.

8. Forthcoming events

a) Bingo Evening on 27th March

- Books and dabbers – discussed that we want to buy books with 10 games in, a minimum of 750 have to be purchased (we will have a break after 5 games). Agreed to buy the minimum of 36 dabbers to sell them for £1 each.
- Chocolate and sweet donations for prizes and hampers – we have had lots of donations for prizes so far and Sarah has secured a £40 voucher to spend at Spar. Should be able to have plenty for Eggs to be given out for one and two lines, and a hamper for the full house for each game.
- Bingo machine – Darren will check if there is one at school which is used for the Christmas Dinner but if we all just also check if we can source one then that would be great.
- Costs and charges – Agreed to charge £2 per book and £10 for a 6 books.
- Bar license – has been sorted and Sharon and Tracy will stock bar.
- Darren has agreed to be the bingo caller unless anyone else comes forward.
- Advertising – Posters were distributed and Darren will ask Paula to send out a parentmail (to also check possible attendance too). It is in this months Clarion and continues to be promoted on facebook. Sarah will send poster to primary schools.

Action: Tracey to purchase dabbers and books – Sharon will send e-mail to Tracey.

Action: Sarah to make up hampers for prizes.

Action: Darren (and others) to try and source bingo machine.

Action: Sharon and Tracy to stock bar.

Action: Darren to organize parentmail.

Action: Sarah to send poster to primary schools.

b) Bags2School on Tuesday 5th May and Monday 9th November. The leisure centre will put out the signs on the Friday before each collection. Tracy will contact Bags 2 school about the possibility of organizing 3 collections next year – one each term.

Action: Tracy to organize 3 collections for next year.

c) Cleobury Festival on 27th June

Agreed to be in the pod and have a gazebo on the field, where we can also sell raffle tickets.

9. Lacon Lottery

a) Student entries (52)

- i) Draw for £50 prize – Darren will organize this for the 18 pupils who took part. Sharon will leave money at reception.
- ii) Future prize - agreed that next year the prize will only be for £25 and the students will be given more time to collect entries.

b) Lottery Licence

- i) Has been processed and we now have a new license.
- ii) New rules adopted – Sarah to update website.

c) Leaflet drop held on 2nd February – only collected 14 entries and will need to decide whether this is worth it in the future. £10 printing costs paid to Sarah.

d) Only 134 tickets sold far – last minute push on parentmail.

Action: Darren to organize pupil prize.

Action: Sharon to drop off pupil prize money.

Action: Sarah to ask for another parentmail to be sent out.

Action: Sarah to update website

10. AOB**a)** Recycle4Charity initiative ([link](#))

A charity initiative whereby you get money for recycling ink jet cartridges by sending them off in pre-paid envelopes. Decided not to pursue this idea but to try and promote easyfundraising instead.

b) Bike Show – Tracey has updated poster and website. Email has been sent out too last years entrants where we have email addresses. There is no Wistanstow Bike Show this year, they are doing bi-annually (their usual date would've been great as so early in the year they usually get more entrants & visitors)**11. Date and time of next meeting**

Monday 20th April, 7pm.