



Minutes Tuesday 6th February 2018



Present (apologies for any errors):

Lisa Camp, Claire Glover, Lindsey Carpenter, Megan Naylor, Kirsty Webb, Jen Palfrey, Steph Saunders, Rachel Dallyn

Apologies:

Honorata Austin, Helen Olsson, Jen Palfrey, Tracy Hookway, Lisa Camp, Emily Armitage

Outstanding actions:

- Emily A to find out if we can have the books signed by author.

Treasurer's report:

- Balance as of today: £4464.59
- Invoice for trips has been received – Jen will pay.
- Jen will find out if the £1000 pledged to the library was paid or not, and pay if necessary.
- Bags2School raised £80

Upcoming fundraising:

- Book week:
 - There are 15 Michael Morpurgo books left over from FC.
 - Hope to be able to raffle these off during book week.
 - **Action:** Emily A to investigate whether these could be signed.
- Mother's Day shop:
 - Weds 7th March
 - Flyers to go out on 19th Feb, and to be back by 26th Feb.
 - Shop volunteers: Lindsey, Claire, Megan – anyone else interested?
 - Purchasing volunteers: Claire and Steph
 - Flyer volunteer: Megan, and Sherrin/school to print.
- Donkey Derby/Summer fete:
 - June/July
 - Honorata unconvinced we would manage to book them this year, as they warned us of that when we cancelled the last booking.
 - All in favour of a summer fete of some description.
 - Megan raised possibility of circus (**after the meeting a discussion re this was had via email with as wide a group as possible – the group remains undecided. Details of the email for discussion are as follows:

Hi all,

We need to make a decision fairly quickly I imagine, so I have also sent this to Helen O, Rachel D, Emily A, Mrs U, Honorata A and Lindsey C. I don't have an email address for Steph S or Kirsty W, who were at the meeting last night and might want to be part of the decision, if anyone has their email address, perhaps they could forward this on, and to anyone else who may be interested, like Tracy H.

Clair B - could you please forward this to Angela and Lindsey C? Many thanks.

Okay, so:

- Possibly Sat 7th July or Sunday 8th or Weds 4th July, 1pm and 2.30pm shows or Fri 14th/ Sun 16th September - the Sat is already taken that weekend.

- Need access to toilets, access to bins, easy access to flat grass area

- Bad weather - rain fine, high wind would stop the day happening, they would just give us a new date at no extra cost.

- Set fee £2100, £100 booking fee, balance within 3 days of event.

- All refreshments are our responsibility

- They send us the posters/tickets, which we print at our own cost.

- They send us a promo youtube video we can put on our Facebook etc.

- They run a juggling equipment stall and give us 10% of their takings

- Free resource pack for the school, to celebrate 250yrs of the circus.

- He can put us in touch with references if we would like.

The website is www.popupcircus.co.uk

Here is the login details for the members bit of their website, which gives more in-depth information and all their risk assessments:

User: popupcircus

Password: popup

Here is a promo video for PTAs: www.popupcircus.co.uk/pta

Cost-wise, say we sell 200 seats for both performances, at £5 a ticket, that's £2000 before we've sold any refreshments etc. If we sold those seats at £7 each, it would be £2800, so we've already made £700 profit (minus a bit of printing of posters/tickets) before we sell anything else on the day.

The work/risk therefore is making sure those tickets are sold out.

Any thoughts, pearls of wisdom, words of warning, if anyone can see any glaringly awful holes that I've missed, please speak now!!

Thanks all,

Megan

- Possibly BBQ, more stalls, refreshments.
- **Action:** Group decision re the circus, and/or other plans for summer fete.
- Bouncing Bunnies:
 - Weds 28th March
 - Sponsored bounce as per last year – bounce to Easter island.
 - Prizes given out for taking part – choc lolly or similar.
 - Claire has spoken re castle hire, and they have kindly gifted it to us.
 - Flyer out – March 15th, which must include permission form.
 - **Action:** Claire to speak to castle hire about a possible deal. Volunteer to approach Thorntons re sponsoring prizes (for taking part and class prizes for best bouncer)
- Decorate the [boiled] egg (free to enter, just for fun):



- Judged at end of term, prizes awarded in assembly on last day as above.
- Flyer goes out on the 15th March, eggs to be back on Thurs 28th.
- **Action:** Megan happy to do flyer. Who judges?
- School uniform sale:
 - Mon 19th March and Weds 21st March, 3.15pm
 - All items £1
 - Lost property to be sold if not claimed
 - Messages lined up for FB and ParentMail
 - Leftover items will be hung on a clothes rail in reception for purchase.
 - **Action:** Helen O and Tracy H coordinating, shout for help where needed.
- Water bottles/medals
 - Suggestion from reception that we order Copplestone water bottles to sell, in order to fund medals. Claire has ordered samples, decision will be made when we have all seen the product.

Data protection:

- Megan to meet with Clair B to check our current use of ParentMail meets the latest data protection requirements.
- Megan will also track down the CPTA email address and mailing list.

AOB:

- Request from group that evening meetings are held at the pub!

Next meeting:

Weds 7th March, 3.30pm, in the pre-school building.