

# Great Missenden School PTA Meeting

16 November 2011 – 8.00pm

**Location:** Jenny's House, Little Kingshill

	<b>Minutes</b>	<b>Actions</b>
	<p><b>Welcome and Apologies:</b>            Attended by: Julie Gannon (JG), Carys Martin (CM), Jenny Impey (JI), Alison Hussain (AH), Lorna Kynaston (LK), Katy Vickers (KV), Mrs Thomson (RT)</p> <p>Apologies: Jane Tankard (JT), Sarah Bettis (SB), Simone Bhatti (SB), Emily Glover (EG), Claire Meichtry (CM)</p>	
1.	<p><b>Fireworks Debrief – see attached sheet</b></p> <p>The date for next year was agreed on - Saturday 3<sup>rd</sup> November 2012 which is the Saturday at the end of Half Term week. This is feasible if we start the organisation a little earlier.</p>	
2.	<p><b>Summer Festival – 7<sup>th</sup> July 2012</b></p> <p>It was confirmed that this is going ahead and plans to be a fantastic event. The day is set to start at 12 noon and finish at 10pm, being split into full day or afternoon only (12-4pm). Lots of things are planned such as:            Auction of promises, candyfloss, popcorn, Race Night, Bar and BBQ and fireworks at the end of the evening to name but a very few.</p>	
3.	<p><b>School Website</b></p> <p>JG to meet with Richard Palmer to discuss making a section for PTA on school website to raise awareness and give info on what we have doing/are doing.</p>	<b>JG</b>
4.	<p><b>AOB (including teaching staff)</b></p> <ul style="list-style-type: none"> <li>• School Funds - RT and JG to discuss spending plan separately.</li> <li>• Sweet Charity Bid – Ask Simone</li> <li>• We confirmed we agreed to the purchase of the atlases but wanted to check if a discount was available.</li> <li>• JG discussed a competition to win money for the Sports Barn or other. Design a plate with theme to wish the British Olympians good luck. JG passed this to RT to pursue.</li> <li>• Discussed having chickens and keeping them in a coup. Sell the eggs at the Farmers Market.</li> <li>• Sports Barn – need to do a proper business case for this.</li> <li>• Nature area</li> <li>• Playground markings</li> <li>• Easy Fund Raising – ask Mrs North to put a note about using Easy Fund raising on main part of the next newsletter.</li> <li>• 100 Club - Sarah Bettis has agreed to take over 100 club (agreed after the meeting)</li> </ul>	<b>RJ/JG SB</b>
5.	<p><b>Christmas Party: 3<sup>rd</sup> December</b></p> <ul style="list-style-type: none"> <li>• Tickets go on sale Monday 21<sup>st</sup> November in the school playgrounds. Sally and Carys are selling tickets.</li> </ul>	<b>ST/CM</b>

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	<ul style="list-style-type: none"><li>• Cost £12.50 per ticket and will be held in the main hall, starting at 8pm. It was a huge success last year so hoping to be better this year!</li><li>• Decorations – Julie and Jenny to do</li><li>• Food – chilli and jacket potatoes with salad and a vegetarian option</li><li>• Celebrations as dessert</li><li>• Bar – Ian Colling – Carys to ask</li><li>• Disco – booked!</li><li>• Need helpers to set-up and clear-up</li></ul>	
6.	<b>Children's Discos: 12<sup>th</sup> December</b> <ul style="list-style-type: none"><li>• Advertising: JG to send out an e-mail with dates for the Christmas Party and Children's Disco – tickets to be sold in the playground from 5<sup>th</sup> December.</li><li>• Disco to be held in school restaurant</li><li>• Need helpers for this too – people generally come forward to help</li></ul>	<b>All</b>
7.	<b>Quiz Night: 3<sup>rd</sup> March 2012</b>  Food by Pot Deli	
	<b>Date of next Meeting – date to be set sometime in the New Year</b>	

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## 2011 FIREWORK DE-BRIEF

We are a new committee who only got together about four weeks before the event with most not having been involved with last year's event planning.

5<sup>th</sup> November 2011 saw a fantastic evening enjoyed by around 2000 people. Thanks to the weather (after what was an appalling forecast) we sold even more tickets on the night. It was a very profitable evening an up on last year – but we could have done better.

SIGNS – Big thanks to Savills for fantastic, simple eye-catching signs.

FIRE – After all the debate about positioning it seemed to work in our favour having it on the second field as this freed up space for children to play and gave more space to the KS2 playground.

TICKET SALES – Although poor on the first Saturday these picked up and it was all good advertising. Samways were fantastic despite going through some difficult staffing issues themselves. Café Twit saw low sales. Query –next year a change of shop. Hildreths was very poor – this needs to change for next year – also unfair on Prestwood display – we wouldn't want them coming to Missenden. Possible locations – Peterley Manor or Ronald Dahl courtyard. Playground sellers did well – needs to be people in the playground most days for it to work. Possibly have a static stall next year. Nic Tomlin also did a great job in the office.

MARSHALS - Cut down on numbers but seemed to work well, not heard any negative comments or problems. Field marshals had some grief from people wanting to take alcohol onto the field – This is a health and safety rule from county and our insurers and in light of the tragic event that happened in Somerset it makes us all too aware of how important it is to comply with these rules.

BAR – Ran dry! See attached email.

FOOD – 600 meat and 40 veggie sausages were brought. Need to cut down half of veggie as these are so expensive. Queues drastically cut down on last year due to earlier cooking. Sold out all but 10 meat and about 15 veggie.

We were let down by our soft drinks supplier at last minute but the cartons worked well and cans although we did have to buy these ourselves so it wasn't the usual 100% profit.

GLOW STICKS – 96 Sticks and 300 Necklaces were brought. Sticks sold out by 6:20 and necklaces just before 7. Could have upped the price of £2 and 50p as I forgot about the VAT but still made a good profit and enjoyed by the children. Could buy more next year as surplus can be used for discos.

CANDY FLOSS- Verging on a (very sticky) disaster! We need to get a team of people trained and practiced in making candy floss. After Moria's departure from the school there isn't anybody able to do it. I'll see if I can look up instructions on line and we must get practicing – Maybe for Christmas farmers market??

POP CORN – Needs to have more premade as it took too long. NOT to let children do their own salt as some over did it and not practical in the dark. All needs to be one flavour added in the making process to lessen ques.

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Profits were down over £100 even with popcorn due to lack of knowledge.

RAFFLE – Down £900. This was easy money lost. We had fantastic prizes. Tickets weren't handed out early enough in some classes. Some children didn't take home tickets until the closing date stated on the letter. Tickets also were not pushed on the night. Next year we need to have a stall near the entrance selling tickets with a list of prizes – still keep prizes inside.

All prizes have been claimed and Sarah has written thank you's to the donators.

BOTTLE TOMBOLA – Down significantly on last year even though we had many more bottles from mufti day. Pricing was wrong and the rules wrong. We did 30p a go and even total to win. Perhaps should have been a £1 a go and two even dice to win not the total?

FAIRGROUND RIDES – Money down on last year even though we had higher attendance and good weather. There is no way of monitoring this but the fair brings atmosphere that we cannot provide so not a lot we can do.

POT DELI – Another good attraction for atmosphere with no work on our behalf and it brought in approx £140. Although I don't think we can accommodate any other outside stalls due to restricted visitor budgets.

LIGHTING – Very good thanks to Mr Dowler. Next year it would be fab if we could have laser lights shining onto the playground! Could have done with light on the candy floss. Despite very strong teacher objections we do need to use the plug in the SENCO room for the candy floss and possibly more light.

Everyone worked really hard during the run up to the event and on the night itself, many whilst also looking after small children, running household and holding down paid jobs! A big thank you to everyone involved is deserved for making the event such a success.

Next year – we need to book the date? 3<sup>rd</sup> or ?10<sup>th</sup>. Don't know what Prestwood are doing. 10<sup>th</sup> is quite late and the 3<sup>rd</sup> is still in half term. Would mean a lot more pushing of ticket sales and harder advertising. Daniel White has suggested on line purchasing, could be done on his website or possibly through school website?