

# Bromley Heath Junior School Association

PTA Meeting (at School at 6:00pm)

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## Minutes

### - Attendees

- Jayne Tindall, Kerry Blackwell, Carol Cooper, Jill Evans, Jen Dalton, Ann Partridge, Sam Burch, Miss Maynard.

### - Apologies

- Laura Green

### - Easter egg hunt (Friday 29 March)

- Timings - 3:20pm to 4pm
- Charge - discussed price point and agreed on £1 per child, as it was felt that higher prices wouldn't be accepted. (All children welcome - poster to include "siblings welcome")
- Refreshments - agreed:
  - Tea and biscuits for donations. Poster to read "refreshments available in return for a donation".
  - Ice creams if the weather looks good enough. (Forecast currently 13 degrees.)
  - Coke/Diet coke to be sold (didn't discuss pricing - would these be included "for donations" or fixed price?)
  - **Miss Maynard** to ask Mrs Serle if we can have the urn outside.
- Location/Venue:
  - Egg hunt itself will be outside, regardless of weather.
  - The hall is in use for Christchurch assembly, but this was discussed and agreed that timings will probably be ok, so no need to rearrange.
  - Blinds need to be closed.
- Helpers - Jill and Jayne can help set up but won't be able to help at the event itself. First aider needed in Jayne's absence. **Jen** to add to SignUpGenius.
  - 4 helpers needed to set up from 1:30pm
  - 10 helpers needed for event (minimum 8) (inc first aider)

Thursday 14 March 2019

- Prizes - children get maximum 1 small prize each with the opportunity to also win 1 larger prize (limited number). Could use the kangaroos as prizes too. Need to make sure we match the number of sticks to the actual prizes.
    - **Carol/Kerry/Ann** to check Tesco's for Cadbury's cream eggs (on offer until Tuesday at 20p each) - aiming to get 80 each (240 in total) for the small prizes.
    - **Kerry** to check whether she has hand stamps. There may also be some in the garage.
  - Other stalls/games - agreed not to do any other stalls/games - just the egg hunt, but:
    - We'll sell out of date merchandise from the garage stock to get rid of it (sold as 'out of date').
    - We'll sell kangaroos for £2 each (hoping older children can help with sales)
  - Shopping
    - **Jayne/Jill** to do Lidl shop (including purchase of 'big' prizes).
    - Need to check garage for sticks. New sticks (if needed) can be purchased from The Works in Bradley Stoke.
  - **Jen** to finalise SignUpGenius and poster.
- Film night (Wednesday 3 April)**
- Jill checked with Millie - YLT haven't selected films yet. It was decided we'd go ahead with picking the films and leave YLT to choose films at a later event.
  - Suggested films: Hop, Peter Rabbit, Emoji movie, Boss baby. It was agreed that **Kerry** would check which films she has and let the group know.
    - **Follow up:** Kerry confirmed films. Inside out and the Emoji movie were chosen (both rated U with a G). (Jill has a copy of inside out too - so we just need one more copy of the Emoji movie.)
  - Timings to be agreed once we have confirmed films.
  - Helpers - same number required as last film night (4 per year group).
  - Reply slip deadline agreed - Friday 29th March.
  - Food - already agreed we'd hand out chocolate Easter eggs on exit, but we discussed whether a snack was needed during the films too. Discussed alternatives including popcorn (too messy) and biscuits. Agreed on choc ices. (Or ice lollies from the garage for the few children who have dietary issues.)

Thursday 14 March 2019

- 80 chocolate Easter eggs have already been purchased for giving out on exit. (Jayne/Jill to shop for more if needed once numbers are confirmed.)
  - Children need to be asked to bring their own water bottles. (Poster includes note.)
  - Poster needs to include a note asking parents/carers to let us know if they don't want their child to be given a choc ice. (No suggested alternative needed!) We're assuming that all children can be given a chocolate Easter egg on exit as they'll be in their parents care when consumed.
  - Jen to finalise poster and SignUpGenius.
  - Future film nights - we discussed use of Netflix (already ruled out as blocked by school web filters). Amazon prime isn't blocked by school's network - so could be used to play films through. We're unclear on how licensing works though as it would mean people using their personal Amazon prime accounts. Miss Maynard to check with Mrs Serle.
- **Leavers hoodies**
- All orders in - just a few payments to follow.
- **Autograph books**
- Available from The Works last year, but not yet in stock there this year. Can be purchased on Amazon (£12.75 for 12) but decided to wait to see if they come into stock at The Works, as we still have plenty of time.
- **Circus**
- Meeting arranged with infant school PTA - Friday 22nd March at 9am in The Bromley tearoom. Jayne, Jill, Kerry and Jen to attend from our PTA. (Donna, Alexis, Francesca and Shelley to attend from infants PTA.) (Jen to circulate minutes to our group afterwards.)
  - Ideally we'll use the infant school PTA events website for ticket sales as it will be much easier. (It will mean though that we can't evenly split the tickets available between the two schools - it will have to be first come, first served basis, just ensuring that ticket notices are sent out at exactly the same time, with PTA members being given advanced notice to purchase tickets.)
- Not clear on whether tickets are a set price, or whether we can set our own prices - Happy Circus prices:
- £8 per person
  - £27 for a family ticket (family of 4)

Thursday 14 March 2019

- Projected revenues/profits - Happy Circus have supplied estimated figures:
  - 600 tickets
  - 200 programmes (estimated)
  - £4,800 in ticket sales (projected revenue)
  - Cost of circus: £3,344 + VAT
- Hunters have agreed to sponsor the event by donating a raffle prize (iPad or bike) (they don't like to do the boards).
- Stalls/Sales - arrangements need to be agreed with the infant school PTA before anything is confirmed but current thinking is:
  - BBQ, bar and possibly face painting
  - Happy circus sell (and so we're prohibited from selling): popcorn, candy floss, diablos, circus merchandise, light up toys, glow sticks, spinning plates, hula hoops, snazzy snakes.
  - Prohibited from the tent (so should not be sold by us): bubbles, bubble related paraphernalia, water pistols, water pistol paraphernalia, darts/bullets (and any other toys designed to be launched/thrown), balloons, inflatables, foam fingers.
- Old notes from previous circus say that it's two hour event (two halves; each 45 minutes in length with a 30 minute interval).
- Happy Circus will come on site on Friday and stay overnight for two nights, leaving on Sunday. School pupil to design a flyer to be distributed to local residents notifying them.
  - Gates have been installed since they were last here - unclear on whether there's still access to the water supply, and/or whether special arrangements needed for the gates.
- Jayne to book portaloos (for use by circus and visitors).
- **Spending - learn pads**
  - Mrs Serle no longer purchasing the learn pads as the suppliers couldn't supply what they'd said they could.
- **Spending - tables and chairs**
  - £2,508 spent on table and chairs. Miss Maynard said they look really nice.
- **Easter newsletter**

Thursday 14 March 2019

- Include school lottery and easy fundraising promotion - mention Carol's saving and fundraising (see below) to try to promote easy fundraising.

#### - **Easy fundraising**

- 17 supporters have raised £136.34 so far. Top 5 supporters are all on the PTA, with the exception of Mush.
- £23 has been raised in the last month.
- Holidays are a key fund raiser, so we need to try harder to raise awareness.
- Suggested that we publicise a prize - put all the easy fundraising supporters names in a hat and pick a winner.
- Carol used uSwitch through easy fundraising - she reduced her bill by £200 and raised £15 for school in the process. Mention this in the newsletter!
- If you shop online using a laptop or PC, you can install an easy fundraising widget - mention this in the newsletter too.
- **Jen** to include in newsletter.
- **Jen** to email Mrs Serle with some wording for Twitter.

#### - **School lottery**

- 31 supporters buying 36 tickets.
- Projected revenue for school is £748.80.
- Ideally we'd have 50 players (to hit the £1,000 target).
- 66 tickets would get us to the £20 monthly prize.

#### - **Raised so far**

- **Jill** to confirm how much we've raised to date for the newsletter.