MTVS PTA COMMITTEE MEETING MINUTES

Date	08/03/2023
Attendees	Kate Linford (Secretary), Caroline Cooper (Treasurer), Rada Ramsay (Event Coordination), Kathy Gordon, Julie Cox
Guests	
Apologies	Louise Eyton (Chair)

	Owner
Welcome, Apologies & Declaration of any Conflicts of Interest – nothing to declare	
Minutes of the Last Meeting – approved unanimously	
Financial Update: CC updated the Committee as follows: £12,059 in the bank account. Approx £2.5k earmarked for previous funding requests which will be paid out by School year end (31/3). CC will liaise with NM to finalise any outstanding payments.	CC
Grant Applications/Outcomes: KL updated that Margaret Parker had indicated that the Parish Council may provide some financial support for the Coronation/Fayre on 13 th May towards the inflatable hire. KL will confirm quote amount to Margaret.	
Requests for Funding – KG will be submitting a request for Coronation decorations.	
PTA 'restructure' & recruitment KL has done a 1 page document with diagram about the PTA. Plan to circulate and promote more volunteers particularly in the run up to the 13 th May event.	
Past Events Update Valentines Disco took place on 17 th Feb. Well done to Suzanne for pulling it together. CC to follow up and check if any further income due in. Monies from ticket sales via PTA Events goes towards the PTA	СС
Event Planning Drop in PTA session at The Shrewsbury Arms / coffee morning at school DATE TBC – coincide with sending out PTA roles document	
 Superwoman event (Mothers' Day - Sunday, 19th March): We are able to set up in the Gallery area from 10.30am on Wednesday 15th March and run the shop 46 online sales to date - needs another push to promote Approx 210 gifts available some of which can be rolled over to other events 	
Cake Sales: • Y2 cake sale is in plan for 10 th March – CC has float ready	

- Y2 cake sale is in plan for 10th March CC has float ready
- Y1 sale is 28th April
- Reception sale is 26th May

Tennis Club 1st April event

- KL met with Anthony Wilding and confirmed that PTA would do a cake stall, candy floss, a toy based stall, couple of game options and sell raffle tickets
- LE will help by providing various cakes via work
- AW kindly offered several raffle prizes
- We have had a couple of possible additional volunteers to help out on the day
- Appearance by the easter Bunny who will hand out some free chocolate eggs funded by the Tennis Club to children attending
- KL to order raffle tickets in time for event

KL

LE

Easter (Easter Sunday 9th April):

- Easter hunt in school on 24th March
- Easter lollies purchased as prizes for completing, still need dairy free option

- KS2 will be participating in a Cake Competition on 23rd March (school organised event) – plan is to have a winner from each year with an Easter egg prize. Cakes will then be sold after school possibly with tea/coffee.
- KS1 will be involved in a Spring Bonnet parade (school organised event) on 23rd March with Easter Eggs as prizes
- Easter egg colouring competition templates sent out to all classes, return w/c 13/3, thereafter PTA laminate from and set up the trail to run from 31/1 until end of Easter holidays. Easter egg prize for each year's winner.
- KL to review Easter trail round the Village ready for 31st launch (promotional poster and QR codes needed)
- Nominal £1 for the trail map will be an anagram along the trail and answers submitted by email. Winner randomly selected from entries. There will be 2 tickets for the Blue Planet added to the chocolate bouquet for winner.

Coronation event / items (Coronation is Saturday, 6th May; BHs 1st, 8th & 29th):

- Date has been fixed as 13th May, 2pm 4pm
- KL ran through general overview refreshments area, craft & colouring area, games, stalls, entertainment

Refreshments

BBQ & Slow Cooker – bacon, hot dogs, veggie/vegan options. CC can provide a 2nd BBQ to keep non-meat options separate.

Soft drinks

Cakes & sweet treats

Candy Floss

Sweet Cones

Craft & Colouring

2 cardboard castles, which can be coloured in, have been purchased Sale of craft packs including making and decorating a crown Other colouring options such as loose sheets with royal themed pictures

Games (provisional ideas)

Bottle/chocolate tombola

Adopt a teddy or teddy tombola

Hoopla but use crowns as the rings

Royal Coin Toss – throw coins into crown shapes or print out a royal face and mark areas that win e,g, on the nose

Knock the crown off using bean bags (similar to a coconut shy)

Football shoot out versus a teacher or have a sheet with holes the ball goes through **Higher Lower**

Lucky Dip

KL

Bat the Rat

Guess the weight of a cake / guess number of sweets in the jar

Spin the Wheel

Dress up photo booth (royal themed)

Lollipop game

Glitter facepaints/tattoos/coloured hairsprays

Entertainment

Have a programme of events including:

DJ with party games

Wacky races / welly wanging

Inflatable obstacle course (£395 including generator, staff and insurance)

Guest slots – maybe a dance display

External Stalls

Community based groups - cubs/scouts/brownies/rainbows

Local charities

Private sellers (must have own public liability insurance) – e.g. Tropic, bath bombs, jewellery, bags, hair accessories

Raffle

Several excellent prizes have already been secured including Tennis Club Membership, a hosted day at the races with hospitality, tickets to Castle Park Live, a Rituals hamper. We can secure a few more but off to a very good start.

ACTIONS

- Approach community groups and private sellers to gauge interest in attending (RR to contact Brownies and House of Dance, KL will ask S4YC, Cubs and the Tennis Club)
- Start 'save the date' and promotion to school and community create posters, flyers, FB posts
- Start securing volunteers for jobs pre-event and on the day
- Break down the list of jobs and ask volunteers if they can take on a specific job
 e.g. sourcing and washing the teddies for the teddy stall, making sweet cones
- CC to find out if inflatable can be rescheduled if weather too bad
- CC check with Mr Reed about BBQ storage
- Have promotional info at the Parents' Evenings at the end of March

Future Event Ideas:

Car boot suggested on KS2 and staff car park – Mrs Lyon has given approval.

10/5/23 Rags2Riches

Superman event (Fathers' Day - Sunday, 19th June)

Doughnut Sale – w/c 10th July is National Doughnut Week!

Disco (silent?) / movie night

Colour Run

AOB – CC received an email from Click a Book regarding a Christmas book offer. She will ask for a sample and then we can decide if they are suitable for 2023 KS1 Christmas.

Date of Next Meeting:

19th April @ 8pm via Zoom

Draft Events Timeline

TBC: Drop in PTA session / coffee morning

10th March: Y2 Cake Sale

Sales Close for Superwoman midnight 13th March

15th March – Superwoman Shop open

6/3 egg templates distributed to KS2, return by 17/3 – Easter Egg for 1 winner per class

23rd March: School organised events: Spring Bonnet Parade and KS2 Easter Cake competition with sales of

cakes after school

24th March: Easter hunt in school.

31st March: Easter trail round village opens.

1st April: Cake Stall, candy floss and games at Tennis Club 10am – 2pm

10/5/23: Rags2 Riches Clothes Collection

13th May: Coronation Fayre event (Coronation is Saturday, 6th May; BHs 1st, 8th & 29th)

Provisional 17th June: Superman event (Fathers' Day - Sunday, 19th June) Provisional w/c 10th July – Doughnut Sale for National Doughnut Week