Chingford Co of E School PA
Meeting Minutes
Date of Meeting: 13th September 2018

Present:	MARC FLETCHER, CHAIR DEBBIE TORRIE, COMMUNICATIONSAND CORRESPONDENCE SECRETARY SALLY HOBLEY, PROCUREMENT SHELLEY WILLIAMSON MALIN MYRSTAD CLAIRE FORD KERRY FIREND VIKKI SPENCER
Apologies:	GRAHAM HOUSE, ACTING TREASURER LISA BOND, SECRETARY NINA LEUILLETTE, PROCUREMENT KELLY PIPER JON RUBIDGE

1. **Announcements**

   N/A

2. **Discussion**

   UPDATES:

   - **Summer Fair**
     - Approx. £14,700 was raised and this could increase to £16,700 with the securing of another £2000 match funding (in total this would be approx. £4920 in match funding)
     - At handover to the new reception parents (6th Nov kick off meeting planned) it should be stressed that following a fair it is important to ensure the listed actions are fairly distributed and completed

- Thankyou letters
- Delivery of copies of brochures to the advertisers
- Typing up of handover notes for the subsequent year's reception parents

- Team discussed that the running of the fair is a big ask for the new intake reception parents and that the PA might want to consider in the future splitting the task between a couple of year groups i.e. Reception plan and run the fair and Yr3 arrange the volunteers. This way Reception parents will benefit from having yr3 parent's knowledge and parents of both the infants and the junior sites will be involved. This is just an idea at this time for further PA discussion.
- Team also discussed that it is a bit daunting receiving the letter about the reception parents running the summer fair on the first day of the term when the children are just starting the school. Suggest delaying delivery for a week or so.

- Air-conditioning
  - We have the ok and sufficient funds based on previous quotes
  - Shelley to project manage. (Action SW)
  - There are some initial quotes (one received via contact of Debbie Torrie husband. Which the PA believe is approx. £22K
  - Shelley to get another few quotes and has some initial contacts via parents of school etc. (Action SW)
  - Team discussed an email should go out via Parent pay to say that investigating options and quotes are being sourced and we will keep everyone posted (Action MF/SW?)
  - Quotes to be either one central unit with ducting to each class room and of unit per room PA to decide best option for future proofing the air con
  - Discussed also if any planning permission or council permission was required. It is not believed it is
- Lucky 100
  - 20 had signed up as per date of the PA meeting (as of 17/09/18 we have just achieved the min of 30)
  - Need at least 30 to make this viable

- Need to push via weekly Head teacher newsletter and via Head teacher to the teachers to sign up (Action VS email Ms. Lampard 14/09/18)
- Need to push also via parent pay (Action KF)
- Need all PA members to push to all yr. groups parents via any medium available (Action All)
- NB cannot use flyers as this is classed as gambling so check with KF/VS if you are considering any other medium than already being used FB PA / Parents pages and WhatsApp
- KR/VS to undertake a sign up clipboard exercise in playground at Juniors and Infants Friday 21st Sept

- PTA Event Subscription Update
  - MF has updated the PTA subscription as was discussed at the previous PA meeting. We can now invite local businesses including the parents of the school to advertising on the Chingford C of E PTA pages. Approx. £10 to be added to the supplier directory and £50 for a bigger ad space
  - Team discussed allowing some suppliers (like Shaw's who are supplying a BBQ on Fireworks night some free advertising as an incentive/thank you)
  - MF to provide details of the advertising option via the PA WhatsApp so the all PA members can plug to other year groups on their relevant years WhatsApp/ FB pages (Action MF)
- Fundraising Initiatives
  - Amazon Smile (Action MF to pull together some details so this can be plugged on individual WhatsApp/FB pages by all PA members)
  - Micro Scooters (Action KF to pull together some details so this can be plugged on individual WhatsApp/FB pages by all PA members)
  - Easy Fundraising (Action KF/MF? to pull together some details so this can be plugged on individual WhatsApp/FB pages by all PA members)
  - MF to add all the above information on a PTA banner (Action MF)
- AOB
  - SW advised that we have reached the latter stages of selection for possible COOP charity funding. We should find out approx. Oct the next steps and or if successful

- Public thank you to Sally (YR1S Nanny of Isabella) for painting the Bobby Moore stand (Action VS email Ms. Lampard 14/09/18 to add to a newsletter)
- Send any available Summer Fair pictures to Debbie for the PA page on school website. SW advised some on the FB pages (Action VS said will forward some pictures also)
- School Football Kit – KF advised that these should be ready (sponsored by Oriental Dragon) for 21st Sept (Action MF – Place thank you on PTA banner to Sponsor)
- Other PA spend for future PA discussion
    - PA Funding status boards (thermometers)
    - Ms. Lampard Wish list (forwarded by Lisa Bond 14/09/18)
    - Christmas Panto for Children (see forthcoming events for more info)
    - PA Sound System replacement (Action KF/VS to discuss options for PA with DJ Clive)
    - Portable lighting for Events such as Fireworks night
    - Year 6 First Aid course
    - Design your own Christmas Cards
    - Benches for Junior site (investigate as well Sponsorship for benches to reduced PA outlay)
    - Plants for planters

3. Forth Coming Events Updates

- **Christmas Boxes** – Team bought up that JR had suggested alternative option to previous charitable donation. A change would need to be agreed with Ms. Lampard. (Action JR- Please could you take the lead on this and discuss with head teacher)

- **Fireworks**
    - Display sorted, Fireworks bought, save the date sent out, volunteers request sent out (w/c 11/9/18)

- Pre sales to go through PTA events site
- Max 900 ticket sales to ensure valid insurance. Opening 800 through PTA events and 100 left for on door sales (pre bought slightly cheaper)
- Looking to secure Estate Agent board sponsorship, DT advise there are two she is awaiting responses from. KF to Check with Knightons if not and VS to check with Victor Michael
- DT advised they need to speak to Allotment about bonfires on previous years being too close to the school display team
- Also looking at possible presales of Food (offered cheaper if pre bought). Ticket option on PTA events
- Volunteers to date (5) 2 for refreshments, 2 fire Marshalls, 1 glow sticks. Min volunteers required is 6
- Member of the PA to be on gate to assist with the scanning of Q codes. MF said he will be available
- MF confirmed that SH, NL, DT could also download the Q app (or whoever was a volunteer on the gate) for scanning. If the guest forgets Q code, then they can manually type in name to check register. MF can share his Q App login to those managing gate
- MF to look into viability of buying Q code scanners for future events (Action MF)
- MF to lend two way radios for First aiders, pyrotechnic team and gate
- Barriers as per previous years are being investigated
- Jim (SH Husband) sets up sound system and is also first aider for the event
- Team suggested need 3 Gazebos to cover PA system etc.)
- Team discussed PA system needs replacement (see action for other PA funded purchases for the School)
- DT advised the layout and rout to enter the back playground has changed for this year's event. The guest can enter via hall (where glow sticks and refreshments can also be bought) or round the back of the hall as in previous years

- Discussed portable lights for the route round the back of the hall (see action for other PA funded purchases for the School)
- Discussed potentially sourcing LED lights for this year's event
- Discussed lighting could also be run from extension leads from the high plugs on the side of the school and along the gates
- Teams suggested possibly Chestnuts, Popcorn, donuts or crepe sales in the small playground (KF has Popcorn/Crepe contacts if required)
- Procurement team have bought Tea, coffee, looking into glow items, torches for Fire Marshalls and will check the First Aid kit is fully stocked

- **Christmas Fair**
  - KF advised that responsibility has been spread out with lots of individuals taking ownership of certain stalls/arrangements
  - Team discussed could possibly reach out to the newly appointing Parent Councilors about each class/ year running a stall
  - Overall min volunteers are required for the Christmas fair as each class/year group should hopefully run a stall
  - Stow Brother Estate agents have been secured for 100 boards to advertise the fair
  - Toyota Woodford are sponsoring £500
  - External Christmas Stalls are starting to book stalls via PTA events
  - Jon Wing is providing bouncy castles
  - Booked already are Slushy, candy floss, waffles and donuts
  - Bar is being run by Sarah Barlow – Mulled Wine
  - Entertainment that has been booked include: Bungee trampolines, Giant Slide, Rodeo Reindeer and looking to secure snow run bouncy
  - KF has approached Costco Donate Scheme

- VS to email KF with Makro Contact (Action VS)
- Discussed that the Summer Fair Event page should be changes to PA event page to advertise all future events
- VS to speak to Ms. Lampard about changing the bring a bottle event date (VS Action)
- Need to secure donations per year group to make up Hampers (last year approx. 20 hampers)
- Team discussed if we should do a Christmas cake competition that Ms. Lampard can judge and then cakes can be auctioned off or bought afterwards (LB can you advise re other years?)
- Team discussed maybe the running of a Jolly Jar competition – TBD
- SW to speak to Craft Cabin to see if they will attend Christmas Fair and discuss combining the use of donated Christmas craft supplies (Action SW)
- Christmas Grotto – MF advised Gazebo and back drop secured. SW looking into the presents for the children, Pre buy tickets via PTA events
- KF looking into if we can get Christmas Tree salesman in new area at Junior area
- SW managing raffle tickets

Christmas Panto – Team discussed that it would be lovely to treat all the children at CofE to watch an onsite Panto (much cheaper than visiting a Panto for a family) This is also a way for the PA to thank the children and their parents for all their continued support by covering all costs. The cost is approx. £1500. Team discussed that the PA would be happy to fund this as a Christmas event. Initial brief discussion with Ms. Lampard it was suggested that this was not a preferred donation. MF to discuss again with Ms. Lampard as dates are running out to book event. (Action MF to discuss further with Ms. Lampard)