

Franche Primary School Association



Franche Community Primary School Association, Chestnut Grove, Kidderminster, Worcestershire, DY11 5QB

Registered Charity 1065516

Franche PTA Meeting Minutes – Wednesday 17th November 2021

Attendees: Cat Borlase, Lizzie Dixon, Sarah Maitland-Powell, Abi Moule, Helen Murdoch, Gemma Phillips, Emma Running, Rachel Such, Emma Taylorson

Apologies: Sarah Edmonds, Erin Galloway, Lisa Smith

Opening (Meeting Chair):

The meeting was held on Zoom and was called to order at 7:30pm by Gemma Phillips.

Feedback following Bonfire Event 7/11

Gemma began – overall feedback positive. QFlow worked well on the gates, less so on the BBQ. More Zettle readers needed on BBQ. The PTA had decided not to sell plastic toys this year, but an external seller turned up and sold these anyway, so may be better to reintroduce next year.

Note for next time - alcohol order needs adjusting (need more dark fruits cider and Carling, less Fosters and regular cider). Popcorn ran out – could have sold twice the amount (purchased 9kg this time), and possibly more candy floss (would need an additional machine for this).

Miss Taylorson continued – there was an issue with children entering over the fence near Trim Trail (police were called) – need to be mindful in future that this is a dark corner. More vegetarian options were needed, there were not enough jacket potatoes. No baby changing area was available, which was an issue.

Deliveries to school were a problem this year as companies didn't stick to arranged times – this was more difficult with reduced site staff available.

Gemma advised that some further work is needed to school field – Helen to check with Hire It about keeping fencing for further 2/3 weeks or option of school purchasing it from them, as this had been discussed previously.

Also, discussed at this point was some equipment in PTA shed – food related – kitchen confirmed not belonging to school – Helen to check items, possibly from older BBQ? And bread in freezer in USH – Abi confirmed 98 burgers and rolls needed for Christmas Fair.

Bonfire Event 2022 - As set up has gone well in recent years, the question of whether the event could be held on a Saturday rather than Sunday evening has arisen – next year November 5th is a Saturday so possible opportunity to try this. Decision needs to be made now to secure fireworks company and DJ.

A discussion followed on the pros and cons of changing to a Saturday event – considerations included that fireworks would cost £2000 more for this date next year. Overall it was felt that it was better to stick to a Sunday – all agreed that the event would be planned for Sunday 6th November 2022 – Gemma will contact the fireworks company and DJ to book them in.

Zettle card readers – these were useful at bonfire and it would be good to purchase some additional readers, possibly also with docks and/or power banks. All agreed. Cost to purchase is around £59 plus VAT each – to look out for ‘Black Friday’ deals.

Christmas Fayre

Abi updated the committee on arrangements for the Christmas Fayre on November 30th. Sarah E is helping with raffle prizes – a list needs to be compiled of these. Gemma is sorting hamper and will request wider support from parent community for items for this. Manning of stalls and grotto discussed. Santa’s outfit is in the house and may need dry cleaning.

Layout discussed – use of outdoor space may be limited if weather is bad, so agreed that use of both upper and lower halls would be best plan to allow sufficient space, with stalls split between both. 10 external stalls booked plus PTA stalls/tombolas. Grotto in music room, raffle in foyer. Site maps to be emailed out prior to event. Mrs Dixon to arrange notifying 726/Tots parents re use of LSH.

Halls will be available for set up from 1:30pm onwards. PTA volunteers to confirm whether they can help – post to be put on Facebook requesting this.

Further activities discussed as additions – glitter tattoos, biscuit icing, gin hamper 100 square.

Lighting on path between buildings would be good (possible Christmassy lights that can then be left up) – PTA to purchase new fairy lights if needed. Logistics of toilets, baby change etc. discussed, along with location of money room.

Tots Fundraiser

PTA are supporting Tots to raise money to fund a sensory room, which will be available for use by all pupils. This is by: -

- a) Magic Show – tickets sold via PTA Events – this will be run by Tots’ staff and all profits donated to the Sensory Room fundraiser.
- b) Raffle – this is held by the PTA under our lottery license, but will be organised by Tots’ staff – again all profits donated to the Sensory Room fundraiser.

Christmas Books

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Purchased for all year groups – original plan was for all to be taken and wrapped at home by volunteers, but as some books are quite large and heavy, therefore not easy to transport, these will be wrapped at school. Gemma has volunteers to wrap the younger year groups.

Pantomime

A digital pantomime from Eva Long has been paid for and is booked for release on 5th December – Sarah E has arranged – Gemma will check with her whether this can be sent out to families again as it was last year.

Calendars

Unfortunately, this year fewer pictures have been received for the calendar, and not enough orders have been received to meet the minimum requirement (30), meaning that the PTA would make a loss if this went ahead. Everyone agreed to cancel orders and issue refunds to those who have paid.

Christmas Meal

There is the possibility of going out for a Christmas meal at The Parkgate on either Friday 3rd December or Friday 10th December – Gemma will post on Facebook to see when people are free.

AOB

Christmas card orders – there have been some issues with missed orders, which are now too late to add – next year try to chase missing artwork at the time of sending to avoid unhappy parents.

The meeting ended at 9:14pm.

Next Meeting – Wednesday 8th December