

# Sutton at Hone PTA

## Minutes

**Meeting: Friday 23<sup>rd</sup> March 2018 – 1.30pm**

**Attendance:** Emma Downie (ED), Sophie Stubbs (SS), Kirsty Whitcombe (KW), James Stubbs (JS), Anna Simmonds (AS), Gemma Barr (GB), Emma Spittle (ES), Sarah Whatley (SW), Laura Spooner (LS), Neil Spooner (NS), Emma Parker (EP), Lowri Watson (LW), Lee Newitt (LN), Mark Shaw (MS), Gina Pepper (GP), Anji Horsley Wood (AHW), Lisa Aynge (LA)

**Apologies:** Lauren Gardiner (LG), Sharon Ashley (SA), Karen Trowell (KT)

**NEXT MEETING DATE:** Wednesday 25<sup>th</sup> April (venue and time tbc)

<b>Minutes of the last meeting</b>	Agreed
<b>Conflict of Interests</b>	None Declared from PTA Committee
<b>Committee Updates</b>	Resignation of two committee members, SW and JG.
<b>Financial Report</b>	<p>Number of purchases made (see below) since last meeting.</p> <p>Donations made to the school for the benches and speakers. The school have also recently purchased some wireless microphones which the PTA will donate the money for.</p> <p>Profits from recent events are £626.89 (£303.23 from Mother's Day and £323.66).</p>
<b>Purchases</b>	<p>Food safety £72</p> <p>Benches £1409.60</p> <p>Speaker £167.99</p> <p>Wireless Microphones – school need to confirm cost</p>
<b>Future Events</b>	<p>ED asked the group for ideas on events that they would like to see organised. ED also asked for feedback on whether the group feel that the PTA are bombarding people with communications or if they feel that the level of information coming out about events is ok. Consensus was this was fine, everyone is pleased with being informed and kept up to date.</p> <p>LN advised the group he was independently planning an outdoor cinema night in July. The Parish Council have agreed for the use of the field in Parsonage Lane FOC, all proceeds to be split out amongst the community</p>

	<p>e.g. football club, scouts &amp; beavers and the School. ED suggested we could support the selling of the tickets via PTA Events if this was something LN wanted help with. Discussions surrounding cost and type of film licence. LN will be applying for a TEN from Dartford Council as well. ED said was happy to meet with LN separately to discuss help with event.</p> <p>Bingo night was suggested as something we might want to try.</p> <p>Circus – ED and SS mentioned that following discussions with Horton Kirby PTA, this might be something we investigate as a joint venture. Suggestions as to whether we ask to use the field on Parsonage Lane or hold at either school. JS asked the group whether it would put people off attending if held at HK but all agreed this would be fine as long as we made it clear it would be in support of both schools.</p> <p>AHW suggested an inflatables day. LS mentioned this being held at another school and will find out more information.</p> <p>JS mentioned that prior to this meeting we had met with the Chair of the PTA from Horton Kirby. They had suggested events such as Ice Cream Fridays and Donuts. ED considered whether this was viable due to work commitments to be on a weekly basis. This will be looked at though if anyone is able to help with this please get in touch.</p> <p>GB suggested having different events on each month e.g. Cake Month and LW suggested a bake-off style competition</p> <p>LA suggested a Barn Dance/Line Dancing. This could be either indoor or an outdoor Summer event.</p> <p>Thank You to the group for the ideas which the committee will look into and feedback on progress at our next meeting.</p>
<b>PTA Training and relevant checks</b>	<p>ED advised that all the PTA committee have had DBS clearance.</p> <p>First Aid – ED and LG have recently completed first aid course.</p> <p>Food Safety – All four members will complete this, KW and SS have completed this with ED and LG still to do.</p>
<b>Appointment of Committee Member</b>	<p>ED advised that following the resignation of two members, there is availability if anyone would like to join the committee. If anyone is interested, then let ED know.</p>
<b>Update of events</b>	<p>Mother's Day - £303.23 profit. ED asked the group for feedback on this which was well received. ED asked if there were any suggestions for Father's Day.</p> <p>Pamper Evening - £323.66 profit. ED mentioned that had not been as popular as hoped and asked for any feedback. Some suggestions that this may work better in the Summer months with a bar e.g. Pimms. ED</p>

asked SW and LW whether, as stall holders who took part, might be willing to come back and they agreed they might if we were to re-run. Also, the choice of day might be a factor. Could we run this on another day? This will be considered.

Quiz night – Holding the event on this evening, 23<sup>rd</sup> March. ED asked the group for any feedback as to whether the event appealed to them and if selling the tables rather than individual entry would have put anyone off. Consensus was that tables were fine, others might be keen to attend in future but had other commitments on this date.

Easter Egg Hunt – Holding event on Monday 26<sup>th</sup> March. LS asked if we were able to confirm numbers attending from each year, some of the older children may be hesitant to join in the hunt. LS also suggested we sell any remaining eggs to children without them having to join in the actual hunt. ED agreed to confirm numbers on Facebook during the weekend and any remaining eggs we can sell in the playground.

Pig racing - This was a suggestion from the Academy Trust. ED asked the views of group, mixed reactions. A race night was suggested which ED mentioned we had already looked at but was not something the Trust believed sat well with the Christian ethos of the School. MS will take back to Governors to discuss.

Summer fair – ED updated the group in regard to the Summer Fair. This will be on Saturday 30<sup>th</sup> June between 12-3. Anyone that can volunteer to help, whether it be in the morning for set up or during the event then please let ED know. ED has been in touch with the Parish Council and will be following up with Chris Armstrong. We are wanting to bring back a traditional village fair theme this year and want to have a central area for displays e.g. dancing, choirs etc. Eagle Heights had been approached but have no availability on that day. Feedback from the group on previous events was that they would like more for siblings, a mixture of different stalls and more games.

Fireworks – deposit paid. SS updated the group that we would be holding the Fireworks Night on Thursday 1<sup>st</sup> November. The cost of tickets were queried although SS confirmed we were not at the stage where we have set these but will look at prices of surrounding events to feed into this. LN mentioned the Heathside prices, which were £3 before the event, £4 pp on the door. Dates of local events have been checked to not clash.

Christmas Fair – The date for the Christmas Fair was originally set to Saturday 1<sup>st</sup> December. There had been some suggestion as to whether this should be after school during the week, but the group unanimously agreed this should be a Saturday event. There will be a Santa's Grotto and more detail will be sent out in regard to this in due course.

Christmas Disco – deposit paid to Bonkerz for the Christmas Disco which will be held on Friday 14<sup>th</sup> December. Group asked for any feedback from previous disco. The noise level was fed back as a potential issue, so we will ensure this is kept to a more acceptable level at the next event.

	<p>It was suggested by the group that the Y1s could join the Reception disco, so it would be Reception and Y1, Y2-Y3 and Y4-Y6. The group all agreed that it was better to not have money being taken in by the children but suggested that we incorporate food into the price of ticket e.g. Hot Dog and Chips. There was a suggestion that children are given tokens for food/drink, so they feel like they are practicing with money.</p>
<b>Climbing Frame</b>	<p>JS updated group that the School were in the process of obtaining quotes from 4 different companies for the replacement of the climbing frame. The group were supportive of this action and felt it needed updating. It was suggested that this could be fenced off so that it is not used in the wet weather.</p> <p>The PTA would look to raise money for this project.</p>
<b>Rebranding</b>	<p>The current logo for the PTA is very outdated and the committee had discussed previously about changing this. It was suggested by the group that we might want to run this as a competition for the children to come up with a new logo. This will be raised with the School to get their views.</p>
<b>Reminders</b>	<p>KW updated the group on Easyfundraising. We have, since December, raised £396.54 just by parents and staff shopping via the Easyfundraising app. ED mentioned that there will also be a donation of £525 later on in the year from swapping insurances.</p> <p>Match funding – KW asked the group to let her know if anyone can access Match Funding through their work. We know of some parents that can help with this but as an easy source of funding, we are keen to utilise this where possible. KW confirmed that she is currently awaiting Match Funding from Lloyds for an event she has helped with. Please let us know if you can access match funding.</p>
<b>AOB</b>	<p>GDPR – ED mentioned that the PTA are aware of GDPR. Whilst DP is nothing new, we are aware of the tightening of regulations and will review processes to ensure compliance. If anyone has any queries regarding data protection, then please raise with ED.</p> <p>Co-op Community Fund – ED confirmed that the committee will be applying for this with deadlines being 8<sup>th</sup> April. Awaiting details from the School about where any money would be spent to inform the details of our application. KW will be leading on this.</p> <p>Your School Lottery – ED advised the group that the committee has had agreement from the School to progress with our own school lottery. This would be open to members of the School community and would have a weekly prize with winnings dependent on the amount of entries. The School would receive a percentage of the overall funds received. More details to follow regarding this after Easter. LG will be leading on this.</p> <p>Date of Next Meeting is Wednesday 25<sup>th</sup> April, time and venue to be confirmed once the PTA Committee have looked at options. From</p>

	previous feedback the evening meetings appeared to be the most popular, so we will look at other pubs now that The Ship has closed. Details will follow once confirmed.
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