

## Rakegate Primary School PTA Meeting Minutes

Date: 19.09.23



### Welcome and Apologies

#### **Present:**

<b>Chair</b> – Sunev Wilson	Kay Butler
<b>Vice-Chair</b> – Harpinder Singh	Sophie Bailey
<b>Secretary</b> – Justine Whitehouse	

### Minutes of last meeting

Agreed

### Fundraising Goals:

- Outdoor reading stations around school.

### Recent Events undertaken:

End of term celebrations:

Monday 17<sup>th</sup>/Tuesday 18<sup>th</sup> July pop-up shop after school to sell library books and Lego.

Wednesday 19<sup>th</sup> July – Refreshments for Leavers' show

Thursday 20<sup>th</sup>/Friday 21<sup>st</sup> July pop-up shop to sell sweets etc

### Forthcoming Events planned:

- Macmillan Coffee – 29.09.23 – 8.15 to 9.30am and 2.45 to 3.30pm. (children can be collected from 2.45pm)
- School discos – 26.10.23
- Christmas Fair – 7.12.23
- Weekly tuck shops

### What are we providing at this event?

- Macmillan Coffee – On day, set up first thing and sell hot drinks and suggested amounts for donations for cakes. Morning and Afternoon. **Tree of Memory – write a wish for a loved one.**
- School discos – pre-ordered sweet bags etc £1 entry & (£1 for bags usually). Mr B-W usually DJ's this!
- Christmas Fair – stalls / refreshments / external crafters to hire tables £20 a table, 10 max? / Santa's Grotto etc
- Weekly tuck shops – sweets etc

### What needs to be done to achieve this?

**Macmillan Coffee** – source tablecloths / **order merchandise** / napkins / plates / **cups** / **advertise** / **ask for donations of cakes** / **source labels** / **tree** / rota for volunteers so that workload is fair and event achievable. (SW & HS to action)

Disco – Liaise with school numbers required. Replenish sweets / bag them up / be available to give them out. (SW & HS)

**Christmas Fair** – ask for specific donations from parents throughout October / November. Approach businesses for gift donations / speak to kitchen staff about hot food provision / look at applying for a licence to sell alcohol / rota for volunteers so that workload is fair and event achievable. (SW & HS to action)

**Weekly tuck shop** – keep a stock count on sweets, drinks, crisps and rota for volunteers so that workload is fair and event achievable – **to take place in the hall after school – 3pm to 3.45pm.** (SW & HS to action)

### **Things to action:**

Ask for a dedicated section on newsletter - each week updated. (Mrs Horton)

Update website PTA page (Mrs Whitehouse) with current events.

PTA to start asking for donations from local businesses.

Look into public liability insurance. (Mrs Whitehouse)

Alcohol licence (Mrs W)

### **DBS for members – members to provide:**

- A form of ID – a passport or driving licence.
- A proof of address – utility bill, bank statement, credit card statement – dated within the last 3 months (or you can use your driving licence if it displays your current address and you didn't use it as your form of ID). Please bring into school and Mrs Cook will provide you with the details of the link to our DBS provider.

Ask kitchen staff if they could provide refreshments for Christmas Fair. (Mrs W)

Look into a stand advertising PTA (Mrs W)

Order t-shirts for PTA members (Mrs W)

Letter asking for donations (Mrs W)

Suggestion box (PTA to sort)

### **AoB**

Refreshments for family mornings – no hot drinks allowed.

Look into opening a PTA Bank account (Mrs W)

**Close of meeting:** 11.10am

**Date of next meeting:** 10.10.23