

## Rakegate Primary School PTA Meeting Minutes

Date: 19.07.23



### Welcome and Apologies

#### **Present:**

<b>Chair</b> – Sunev Wilson	Kay Butler
<b>Vice-Chair</b> –	
<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
- Christmas Fair – 07.12.23 2 till 5pm
- Crazy Hair Day – 26.01.24
- Family Quiz Night – 16/05/24
- Summer Fair – 08/06/24
- Weekly tuck shop – once weekly

#### **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 and make a donation.
- Christmas Fair – stalls / refreshments / external crafters to hire tables £20 a table, 10 max? / Santa's Grotto etc
- Crazy Hair Day – donation of £1 / possible providing crazy hairstyle pop-up shop for a small fee?
- Family Quiz Night – quiz / refreshments / alcohol etc
- Weekly tuck shop – sweets, drinks, crisps

#### **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.

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.

Crazy Hair Day – coloured hairspray etc

Family Quiz Night – prepare quiz / ask for school to be open / source refreshments / rota for volunteers so that workload is fair and event achievable.

Weekly tuck shop – keep a stock count on sweets, drinks, crisps and rota for volunteers so that workload is fair and event achievable.

### **AoB**

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

Update website PTA page (Mrs Whitehouse)

Look into public liability insurance. (Mrs Whitehouse)

DBS for members – check if required (Mrs Horton)

School discos – can PTA sell the sweets? Yes

Look into possibility of purchasing a small chest freezer for sale of ice-lollies next summer – is there room in school to store it? PTA

**Close of meeting:** 11.10am

**Date of next meeting:** TBC