

## Rakegate Primary School PTA Meeting Minutes

Date: 25.05.23

### Welcome and Apologies

Present:



Chair – Sunev Wilson	Sophie Bayley
Vice-Chair – Harpinder Sidhu	Sandeep Kaur
Secretary – Justine Whitehouse	Hema Kaur
	Salinder Lall
	Mercy Gwaruma

### Minutes of last meeting

Agreed

### Fundraising Goals:

- Outdoor reading stations around school.

### Recent Events undertaken:

- King's Coronation Celebration – very successful. £153 profit. Some sweets, crisps and drinks left over. To use for Fun Run.
- £162 in the pot!

### Forthcoming Events planned:

- Fun Run on Friday 23<sup>rd</sup> June. Children can dress up in fancy dress, face painted, run it backwards etc in the name of fun if they so wished to! We discussed what PTA could provide. It was decided that Foundation and KS1 would be asked to donate items of allocated colours so that a Rainbow Hamper could be made up to raffle off. KS2 would be asked to donate items to make up a tombola. Raffle tickets for the Rainbow Hamper could be sold by Yr6's in the run up to the day and on the day itself. The tombola would be set up by PTA on the day and go on sale outside school around 2.30pm on the day itself. PTA providing refreshments for the children at some point during the day (to be decided). Cake sale possibly?

### What are we providing at this event?

- Ice-cream van (£75 base rate agreed, plus % of profit)
- Refreshments – bagged sweets, crisps, drinks, individual sweets etc
- Tombola
- Rainbow Hampers
- Lucky Envelope stall

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

- Book ice-cream van for 1.45pm
- Stock count of sweets, crisps and drinks
- Refreshments bought
- Sweets bagged up ready
- Letter to parents re Fun Run (JW)
- Letter to parents for donations (JW)
- Letter to local businesses asking for donations (JW)
- Share to social media (JW)
- Upload to website (JW)
- Approach local businesses for donation for lucky envelopes.
- Buy raffle tickets for tombola
- Source boxes, decoration for hamper boxes
- Set up tombola
- Arrange rainbow hampers

### AoB

None

Close of meeting: 10:30AM

Date of next meeting: TBC