Minutes Cleves PTA Meeting

27th April 2022

Meeting location: Sports Hall Classroom

**1. Attendees:** Chris Hodges, Susie Price, Hannah Murphy, Tom Wicka, Emma Sefton, Suzanne Sanders, Leah Williams, Jess Forster, Jo Williams

**2. Apologies:** Hannah Dobson, Robyn McCallum

**3. Playground Project**

Report from CH. Following the submission of the pre-planning application it has been confirmed that full planning permission is required. This has been submitted. CH will be speaking to the contractor to find out if any work can be started whilst awaiting the outcome of the planning application.

**4. Treasurer**

Final payment has been made to the school for promised monies. Only item outstanding now is the playground project funds.

**5. Upcoming Events**

Discos

Confirmed dates: Friday 8th July yrs 3, 4, 5 – one hour each

Friday 15th July yr 6 leavers disco

Robyn and Jess have volunteered to help out for the whole evening. SP will handover how the evening runs.

Tickets from previously cancelled discos – if can’t attend next one, SP stated refunds are possible to add back on the scopay account should parents wish. Decision to be made on how this will be communicated. SP advised a letter should go out advising parents and children how the discos work as many have not attended one at Cleves. SS to draft a letter and will take over the spreadsheet and how to communicate to classes.

Consumables all still ok from October’s cancelled discos so nothing needs to be bought. JF suggested everyone bringing their own water bottles for less mess and waste. Could have trays labelled with classes. Children leave in class groups anyway so could collect water bottles as they exit.

Cash on the day for DJ payment only.

Fireworks

Confirmed date: Sunday 6th November

Team of 6 in place to lead on the planning and are currently ahead with regard to organisation compared to last time. Quotes for the fireworks similar to last year so decided can go ahead. Fireworks company have suggested money can be saved (approx.. £500) by using a music playlist rather than having a DJ. Discussed the possibility of a theme. Encanto was suggested. Organisers to talk to the fireworks company for their opinion.

Fete in the Field

Confirmed date: Tuesday 17th May, 5 - 7.30pm

Mufti days set to gather donations for the tombolas. JW has volunteered to help move donations straight after drop off.

Friday 13th May

Year 3 – sweets

Year 4 – chocolates

Year 6 – Bottles (any – drink, shampoo etc)

Monday 16th May

Year 5 – bottles

STALLS / ACTIVITIES

* Inflatable assault course (75ft). This has been booked for approx. £400. Aim to charge £2/go.
* Beat The Goalie
* Inflatable slide – await info on charge for this. Last time they paid a percentage of takings to Cleves.
* Tombolas - £1 for 3 balls, prize depending on number drawn. (Previously lent to the church and not all balls returned – SP to discuss with the church.)
* Bar
  + Aim to have simple offerings of child friendly drink and then alcohol for £3/glass - prosecco/beer/pimm’s suggested. Glasses to be biodegradable plastic.
  + Coffee previously generated limited profit therefore paying £30 for a coffee van.
  + Bake sale discussed – issues with potential allergens in home made. SP to contact vans who have previously worked with Cleves and also the kitchen staff. Catering company have previously donated something.
* Food
  + 2 vans from Stoked Eats 1) pizza 2) burgers and sausages. To ensure offerings are simple and allergen friendly.
  + Suggestion that people can bring picnics. Areas of the field will be zoned off for each year group to allow for socialising.
* External community stalls where suggested any profits be donated to Ukraine charities.
  + St Mary’s Church
  + Brownies
  + Scout – participating for their badges
  + Whiteley Village sewing
  + Explore Learning
  + Cubs (a/w confirmation)
* Fairground stalls
  + Vintage hoopla
  + Popcorn / candyfloss
  + Toys
* Performances. Posssibilities include:
  + ADF
  + Jamming Together
  + Steel pans
* Raffle – online, to be run by JW. Currently have prizes from Flintgate, Bocketts, Garsons, Brooklands, Waitrose and Curchods.

**Children’s stalls**

Children encouraged to come up with idea for their own stalls. Parents will need to be involved and be present on the day. Not class-specific, friends can join together. Google form to be circulated for idea submission which will be managed by Mr Smith. All ideas will need to be approved by teachers. ES suggested year 6 children could talk to the lower years in assemblies about how this works.

Suggested cost – 50p/go or £1 for 3 goes. Need to advertise to bring cash. Won’t be using card readers as amounts too small.

Prize for best stall.

**Timings / logistics / general**

* Start time 5pm.
* External organisations can set up from 3.30pm
* Children can set up from 4.30pm. Parents to assist – 1 table per stall which the children can decorate.
* Will need volunteers for all stalls run by the school – half hourly blocks. SS to organise through class reps.
* Classroom to be used as a treasury
* Year 3 block will be left open for toilets (children and adults)
* St John’s Ambulance has been booked (£100)
* Risk Assessment of the event has been completed.
* Event licence in place

**Actions**

1. Letter to parents to be circulated
2. Evening News reminders
3. Gather more raffle prizes
4. Order bar stock
5. Volunteers for mufti day donations
6. SP to meet with Pete re zoning and field layout
7. Float and treasury – TW and SP to contact Mrs Flaxman and Mrs Tao.
8. Liability for assault course if need to cancel because of rain. SP to contact the company for cancellation policy.

**6. AOB**

Mufti days after half term. SP to discuss with CH.

Date of next meeting: Wed 15th June 2022