***Agenda for end of school year meeting 7th July 2023 at 9.45***

1. Minutes of the last meeting/Matters arising
2. PTA to be updated on report from School Fayre
3. Expenses and monies made from the school fayre, on the day and from raffle etc
4. Discussion on date of next school fayre and what went well and what needs to be changed.
5. Feedback from Stallholders and volunteers.
6. Purchase requests from the school – Cat
7. End of year round up of events, past and future plans
8. Any other business

Minutes of the Mill Ford PTA on 7th July 2023

Present: Cat Wilson, Jason Cole, Fran Holman, Tony Holman, Karen Dark

|  |  |  |
| --- | --- | --- |
|  |  | Action/completed |
| 1. | Minutes of last meeting/Matters Arising – to be discussed as mainly based around Summer Fair. | All |
| 2. | Jason presented a poster with a gauge for funding and expenses for facebook page and reception. |  |
| 3. | Games to add to summer fair | Jason |
| 4. | Mix of stallholders and games/stalls – these will need to be mixed at the next school fair to allow for flow of people around the stalls. |  |
| 5. | Need to know locations of new classrooms for logistics for next fair, ? access issues, and space for Whizkids. | All |
| 6. | Ideas include: Splat the rat, coconut shy, skittles, splat the teacher, beer pong, tincan alley, cornhole, hookaduck, hoopringtoss, sandbag throw, golf putting game, penalty shoot out (Vinnie) basketball hoops | All |
| 7. | Feedback from 2023 summer fayre   1. Disappointment on lack of police car – not to advertise fire or police presence. 2. Plymouth Argyle – disappointment at lack of attendance. 3. St Johns Ambulance – not turned up 4. Help and thank you to Simon for his and his family support 5. Neighbours, leaflet street and only one redemption of raffle tickets. Two signs regarding parking. 6. Simon made signs for the gate, for those parked outside. 7. Sum up - £58 cost – made £63, charges £1.06 – maybe get another machine to help. Half price promotion. 8. DJ – Feedback excellent and enjoyed by all – he is prepared to come back next year. 9. The general feedback was very good with being held outside, as the children had realised that the school was closed and they were not attending for school Music was good for the children to regulare and created a friendly and relaxed atmosphere and made the children feel comfortable with their surroundings. Some of the older students were able to walk round the fayre in their friendship groups. 10. Feedback on stalls very good, prizes were noted to be good. | Jason |
| 8. | 2023/24 fund raising   1. Speak to charities earlier – to confirm attendance 2. Raffle – get more tickets back, locate outstanding tickets, 50% plus not returned – emphasis no those not returned – list by class on outstanding tickets. Just send one book with request slip for more. Only 2000 tickets. 3. Staffing sheets for volunteers spreadsheet. Ask the staff for feedback for changes to increase volunteers. 4. More seating areas around, 5. cone off access but have disabled parking. 6. Walkie talkies – for communication between organisers 7. Contact singers and dancers sooner. 8. Signage – contacting Estate Agents for advertising school fair. 9. physical letter to stallholders with prepaid envelopes. 10. Layout type of ground and weights needed, gazebos and table must be own and highlighted to stallholders. 11. No deposit – full payment upfront, You are not booked until payment received. 12. Book toilets earlier. Baby change area sign poster. – need bin for toilets. |  |
| 9. | Dates for school Fairs, first Saturday in July. Christmas first Saturday in December. |  |
| 10. | In excess - £4714.63 since taking over at Christmas (not including all sponsored walk) |  |
| 11. | Printer for leaflets Christmas/summer will be reviewed. |  |
| 12. | It was suggested that some Thank you cards from some children could be sent to vendors. |  |
| 13. | Events suggestions for future events – bingo etc, wreath making, Staff fundraising, Quiz night, Sponsored walk, Bake sale, to be discussed at next meeting in new school year. |  |
| 14. | PTA – Co-op application - Sensory garden– notification 23-10- successful. Continuous funding.  Tesco application – Target to be discussed – bids to go to Claire – physical /healthy eating etc - £1500, |  |
| 15. | Buddy benches were discussed, nothing can be fixed permantently to the school grounds due to possible move. | All |
| 16. | Next AGM – Karen step back from Treasurer and Clerk and be put forward for small events co-ordinator | Karen |
| 17. | Date of next meeting was agreed as 26th September 2023. The agenda will include to discuss parents events and AGM dates and plans for fundraisers for the autumn term. AGM will need at least 21 days notice of date. | All |
| 18. | The PTA accounts were updated with final figures from the bank. | Jason/Cat |
| 19. | Meeting closed at 12.00. |  |
|  |  |  |