### **MTVS PTA** COMMITTEE MEETING MINUTES

Date	08/03/2023
Attendees	Kate Linford (Secretary), Caroline Cooper (Treasurer), Rada Ramsay (Event Coordination), Kathy Gordon, Julie Cox
Guests	
Apologies	Louise Eyton (Chair)

	Owner
Welcome, Apologies & Declaration of any Conflicts of Interest – nothing to declare	
Minutes of the Last Meeting – approved unanimously	
Financial Update:	
CC updated the Committee as follows:	
£12,059 in the bank account. Approx £2.5k earmarked for previous funding requests which will be paid out by School year end (31/3). CC will liaise with NM to finalise any	сс
outstanding payments.	
Grant Applications/Outcomes:	
KL updated that Margaret Parker had indicated that the Parish Council may provide	
some financial support for the Coronation/Fayre on 13 <sup>th</sup> May towards the inflatable hire. KL will confirm quote amount to Margaret.	
<b>Requests for Funding</b> – KG will be submitting a request for Coronation decorations.	
PTA 'restructure' & recruitment	
KL has done a 1 page document with diagram about the PTA. Plan to circulate and	
promote more volunteers particularly in the run up to the 13 <sup>th</sup> May event.	
Past Events Update	
Valentines Disco took place on 17 <sup>th</sup> Feb. Well done to Suzanne for pulling it together.	
CC to follow up and check if any further income due in. Monies from ticket sales via PTA Events goes towards the PTA	СС
Event Planning	
Drop in PTA session at The Shrewsbury Arms / coffee morning at school DATE TBC –	
coincide with sending out PTA roles document	
Superwoman event (Mothers' Day - Sunday, 19 <sup>th</sup> March):	
• We are able to set up in the Gallery area from 10.30am on Wednesday 15 <sup>th</sup>	
<ul> <li>March and run the shop</li> <li>46 online sales to date - needs another push to promote</li> </ul>	
<ul> <li>Approx 210 gifts available some of which can be rolled over to other events</li> </ul>	
<ul> <li>Cake Sales:</li> <li>Y2 cake sale is in plan for 10<sup>th</sup> March – CC has float ready</li> </ul>	
• Y1 sale is 28 <sup>th</sup> April	1

Tennis Club 1 <sup>st</sup> April event			
• KL met with Anthony Wilding and confirmed that PTA would do a cake stall,			
candy floss, a toy based stall, couple of game options and sell raffle tickets			
LE will help by providing various cakes via work	LE		
<ul> <li>AW kindly offered several raffle prizes</li> </ul>			
<ul> <li>We have had a couple of possible additional volunteers to help out on the day</li> </ul>			
Appearance by the easter Bunny who will hand out some free chocolate eggs			
funded by the Tennis Club to children attending	KL		
KL to order raffle tickets in time for event	KL		
Factor (Factor Sunday Oth April)			
Easter (Easter Sunday 9 <sup>th</sup> April):			
Easter hunt in school on 24 <sup>th</sup> March	KL		
• Easter lollies purchased as prizes for completing, still need dairy free option			
• KS2 will be participating in a Cake Competition on 23 <sup>rd</sup> March (school organised			
event) – plan is to have a winner from each year with an Easter egg prize. Cakes			
will then be sold after school possibly with tea/coffee.			
• KS1 will be involved in a Spring Bonnet parade (school organised event) on 23 <sup>rd</sup>			
March with Easter Eggs as prizes			
<ul> <li>Easter egg colouring competition templates sent out to all classes, return w/c</li> </ul>			
13/3, thereafter PTA laminate from and set up the trail to run from 31/1 until			
end of Easter holidays. Easter egg prize for each year's winner.			
• KL to review Easter trail round the Village ready for 31 <sup>st</sup> launch (promotional			
poster and QR codes needed)			
• Nominal £1 for the trail map – will be an anagram along the trail and answers			
submitted by email. Winner randomly selected from entries. There will be 2			
tickets for the Blue Planet added to the chocolate bouquet for winner.			
<ul> <li>Coronation event / items (Coronation is Saturday, 6<sup>th</sup> May; BHs 1<sup>st</sup>, 8<sup>th</sup> &amp; 29<sup>th</sup>):</li> <li>Date has been fixed as 13<sup>th</sup> May, 2pm – 4pm</li> <li>KL ran through general overview – refreshments area, craft &amp; colouring area, games, stalls, entertainment</li> </ul>			
Refreshments			
BBQ & Slow Cooker – bacon, hot dogs, veggie/vegan options. CC can provide a 2 <sup>nd</sup> BBQ			
to keep non-meat options separate.			
Soft drinks			
Cakes & sweet treats			
Candy Floss			
Sweet Cones			
Craft & Colouring			
Craft & Colouring			
2 cardboard castles, which can be coloured in, have been purchased			
Sale of craft packs including making and decorating a crown			
Other colouring options such as loose sheets with royal themed pictures			
Games (provisional ideas)			
Bottle/chocolate tombola			
Adopt a teddy or teddy tombola			
Hoopla but use crowns as the rings			
Royal Coin Toss – throw coins into crown shapes or print out a royal face and mark			
areas that win e,g, on the nose			
Knock the crown off using bean bags (similar to a coconut shy)			
Bean bag toss			
Football shoot out versus a teacher or have a sheet with holes the ball goes through			
Higher Lower			
Lucky Dip			

Bat the Rat Guess the weight of a cake / guess number of sweets in the jar Spin the Wheel Dress up photo booth (royal themed) Lollipop game Glitter facepaints/tattoos/coloured hairsprays

<u>Entertainment</u> Have a programme of events including:

DJ with party games Wacky races / welly wanging Inflatable obstacle course (£395 including generator, staff and insurance) Guest slots – maybe a dance display

## External Stalls

Community based groups – cubs/scouts/brownies/rainbows Local charities Private sellers (must have own public liability insurance) – e.g. Tropic, bath bombs, jewellery, bags, hair accessories

#### <u>Raffle</u>

Several excellent prizes have already been secured including Tennis Club Membership, a hosted day at the races with hospitality, tickets to Castle Park Live, a Rituals hamper. We can secure a few more but off to a very good start.

# ACTIONS

- Approach community groups and private sellers to gauge interest in attending (RR to contact Brownies and House of Dance, KL will ask S4YC, Cubs and the Tennis Club)
- Start 'save the date' and promotion to school and community create posters, flyers, FB posts
- Start securing volunteers for jobs pre-event and on the day
- Break down the list of jobs and ask volunteers if they can take on a specific job e.g. sourcing and washing the teddies for the teddy stall, making sweet cones
- CC to find out if inflatable can be rescheduled if weather too bad
- CC check with Mr Reed about BBQ storage
- Have promotional info at the Parents' Evenings at the end of March

#### Future Event Ideas:

Car boot suggested on KS2 and staff car park – Mrs Lyon has given approval. 10/5/23 Rags2Riches Superman event (Fathers' Day - Sunday, 19<sup>th</sup> June) Doughnut Sale – w/c 10<sup>th</sup> July is National Doughnut Week! Disco (silent?) / movie night Colour Run

**AOB** – CC received an email from Click a Book regarding a Christmas book offer. She will ask for a sample and then we can decide if they are suitable for 2023 KS1 Christmas.

# Date of Next Meeting:

19<sup>th</sup> April @ 8pm via Zoom

## **Draft Events Timeline**

TBC: Drop in PTA session / coffee morning

10th March: Y2 Cake Sale

Sales Close for Superwoman midnight 13<sup>th</sup> March

15th March – Superwoman Shop open

6/3 egg templates distributed to KS2, return by 17/3 – Easter Egg for 1 winner per class

23rd March: School organised events: Spring Bonnet Parade and KS2 Easter Cake competition with sales of cakes after school

24th March: Easter hunt in school.

31st March: Easter trail round village opens.

1<sup>st</sup> April: Cake Stall, candy floss and games at Tennis Club 10am – 2pm

10/5/23: Rags2 Riches Clothes Collection

13<sup>th</sup> May: Coronation Fayre event (Coronation is Saturday, 6<sup>th</sup> May; BHs 1<sup>st</sup>, 8<sup>th</sup> & 29<sup>th</sup>)

Provisional 17<sup>th</sup> June: Superman event (Fathers' Day - Sunday, 19<sup>th</sup> June)

Provisional w/c 10th July – Doughnut Sale for National Doughnut Week