

## PTA Meeting Minutes

Wednesday 8 February 2023

3.30pm at Holland Haven Primary School

### Attendees:

Heidi Griggs (HG), Sue Bardetti (SB), Sam Cook (SN), Caris Franklin (CF), Hayley Owen (HO), Kerry Wigglesworth (KW), Tom Anderson (TA), Danielle Markham (DM), Chelsey Elliot (CE)

#### 1. **Apologies**

Steph Croot (SC), Sam Windsor (SW), Shannon Irwin (SI), Gabrielle Will (GW), Vicki Hales (VH), Shirley Fahey (SF), Wendy Penn (WP), Gee Steele (GS)

#### 2. **Chairperson's Report**

Nothing to report.

#### 3. **Treasurer's Report**

Nothing to report.

#### 4. **Minutes of Previous Meeting**

It was noted the following actions resolutions as;

- SC is still working on the banking card with NatWest. However, it was noted that both HG and SN (soon SC) have the ability now to pay people and bills via BACS which speeds the process up.
- HG has spoken to Lit Fibre and has now received the money from them, which is great news.
- SN is still working on totaliser and it should be completed by the end of the first week back after half term.
- HG is working on the PTA shopping list. She has also asked a few other committee members to help with certain items.
- CF to update the notice boards, however not with the amazon smile details as this is being made defunct by Amazon.
- SW is still working on the website.
- HG got more information on the ink recycling schemes and concluded it was not worth proceeding with at this time.
- A date has been set for the wreath making workshop for this year which is Thursday 30<sup>th</sup> November 2023. It will be held in the school hall in the evening as last year's was.
- Second-hand uniform actions are complete.
- CF has now completed the minute taking course successfully.

Minutes were agreed as an accurate record of the previous meeting held on Wednesday 11<sup>th</sup> January 2023.

#### 5. **Second-hand Uniform**

The second-hand uniform sales since Christmas have made just over £12.

It was discussed to put out a poster for World Book Day, to get donations so we are able to hold a second-hand uniform stall beforehand. **SB** to double check the date for World Book Day and get back to SN. The date discussed was 22<sup>nd</sup> February 2023 and it was agreed that **HO and KW** will organise and run.

HO mentioned that there are a lot of summer uniform and maybe we should run a stall to get everyone summer ready. It was decided to do another stall in April, the date decided would be 26<sup>th</sup> April. **HO to organise.**

#### 6. **Pizza and Cookies Event**

For this event we have sold 64 pizza kits and 45 cookie kits which is more than last year.

HG has had confirmation that the orders would arrive Friday at around 9.45am. SC, SI and HO will be sorting them out and they will be going out the same day via classes.

SN has prepared a social media post so anyone who bought a kit could upload their pictures and experiences to the post.

## 7. **Mother's Day Shop**

SN has carried out some research on suppliers and concluded that we stick with Gem Imports.

As the sunshine room is now busy on Wednesday's it was decided to change dates to two whole days instead of two afternoons and one day. The confirmed dates for the Mother's Day shop will be 9<sup>th</sup> and 10<sup>th</sup> March.

SC to revise the rota for this and try to put three people on shift to make it easier.

Letter to go out at the end of this week once **SB** has confirmed the rota. **SC/SN**.

## 8. **Easter**

HG confirmed that EYFS and KS1 will be doing an easter bonnet competition. The plan is to have time at the start to decorate their bonnets, followed by a snack and then a catwalk along a red carpet for them to show off their creations. There will be a prize for the best hat, most colourful hat and one other category to be decided. Prize likely to be a small easter egg. **HO** to source the bonnets and materials and with **SN** make the necessary purchases. **HG** to email Mrs Partridge to see if we can borrow the red carpet, she used for the Year 1 wizard hat catwalk she did with them this term.

KS2 will be doing easter bingo with a break in the middle for a snack. **SN** to plan the details with **SC** showing SN where the bingo cards can be made for free.

It will be an after-school event on 30<sup>th</sup> April with EYFS 3.15-4.15pm; KS1 4.30-5.30pm; KS2 5.45-6.45pm.

The snacks are going to be easter themed (carrot sticks, cucumber sticks, bunny crisps and Easter cupcakes) **HO** working out costings and contacting Asda and Morrisons community champions to see if they can donate any of these items. **HG** to send HO the email addresses.

There will be a treat bag for every pupil who attends. **HO** to source the items and with **SN** purchase these.

It was agreed to charge £6 per ticket for the event.

**HG** to organise the letters required for these events to go out 3 weeks before the event.

SB said about publishing the ingredients for the snacks either before the event or where parents/carers can see. SN said she was waiting for a list from the school office with allergens per class/year group (not named). **SN** to chase.

DM shared an idea about the FOHH buying a big multipack of cupcakes and putting easter pictures on top and everyone liked the idea and agreed it would be the cheapest way forward. **HO** to look into costs and order/purchase closer to the event.

SN sent the community champion at Tesco an email to pay for large easter prizes we donate to the school for their easter events.

## 9. **Year 6 Competition**

SN brought a designed form to the meeting for the new FOHH logo competition.

It has changed from just year 6 taking part to years 5 & 6. The form will be taken home and they are to design it and bring it back by a given deadline. It will be sent out in the run up to Easter and the prize will be an easter hamper and their design getting used. **SN** to organise the finer details and get this sent out.

## 10. Noticeboards

HG asked CF to research new noticeboards from the FOHH shopping list.

CF explained that there were two types we decided would be suitable (post mounted and rail mounted). CF shared pictures and information on these and everyone liked the idea. It was noted that these would be magnetic inside so no need for pins and less damage of the cork backing like our current ones. Each noticeboard is locked so shouldn't be accessible to just anyone.

HG explained the locations we were hoping these could go and SB was happy for these positions.

CF has been emailing with a sales representative called Jack about discounts and deals plus installation options. HG asked **CF** to get a couple of comparable quotes.

SB said that if we are not purchasing until after April then we could ask Beth to order for us through the school as then we will not need to pay VAT. Then Beth can issue us with an invoice to pay them back. It was agreed that this would be best as we should have our new logo designed by then.

## 11. Any Other Business

### Summer Fair

The times for the Summer Fair were agreed as 11am to 3pm.

HG has a quote for the inflatables which was £750 (£675 last year but due to increases in petrol, etc they've had to increase price).

It was noted that we will be able to receive two lots of Barclays £ for £ as we have two members of the school community that work there. **DM** to source for the raffle and **HG** to speak to Laura Smith for the inflatables.

SN said she was trying to do £ for £ (for up to £5000) through her company but she needs to find out the criteria and see if our event is eligible.

HG has divided out different jobs between committee members for organisation of the event:

- Refreshments - SN
- Ice Cream Van - booked
- Music/Entertainment - SN
- Fire Engine/Ambulance/Police - HG
- Princess or Superhero - SN
- Our Stalls - HO/KW
- Preloved Stall - HO/SN
- Tombola - SC/CF
- Market Place - HG/SI
- Raffle - DM
- Marketing - SW/SN
- First Aid - SC/HG/HO/SI
- Risk Assessment - SC

CE needs a role, **HG** to assign her one and add her to the summer fair organisation group.

Both Tom and Jon have got their food hygiene certificates. If anyone else would like to do a food hygiene certificate please let HG know.

SN has emailed Lit Fibre (Stephen) to see if they would give us a donation for a new BBQ in return for a stall at the Summer Fair.

SN has received email back from St Johns ambulance about first aid at the event and we should know in 4 weeks if they are able to get enough volunteers for this event. However it was noted that SN, HG, HO and SI are going to do a paediatric first aid course to ensure we are covered completely at all FOHH events.

SN to chase SW about 'coming soon' and 'market stall' poster for Summer Fair.

SN is looking into options for entertainment as the only criticism from last year was there was no music/things to watch other than the karate which was enjoyed. So ideas at the moment are

- Music
- Magician
- Petting zoo
- Falconry company (done a previous year)
- Circus school
- Dance schools or gymnastics – with students performing to promote

It was briefly discussed that sticking local would be the best idea. **SN** to organise. **HG** to speak to Play Palz about them selling balloons. **HO** to speak to CADS at Westcliff about entertainment. **TA** to speak to the people who book the Holland Public Hall to see if they would be interested.

It was agreed that the circus was a good idea but it would need to be a separate standalone event at another time. **SN** to keep hold of the information for next academic year.

#### School Lottery

DM reported that the school lottery during January 2023 has raised the school with £64.00.

#### 12. **Next Meeting**

Date confirmed as Wednesday 8<sup>th</sup> March 2023 at 3.30pm in the DT room.