

## **Minutes:**

### **Friends of Chapel Haddlesey PTA Meeting**

**Held on Wednesday 13<sup>th</sup> September 2023 at 7-9pm**

**At The Wising Well**

## **Present**

Samantha Heron-Dixon (SHD), Eleanor Tomlinson (ET), Holly Devonport (HD), Michelle Constantine (MC), Hannah Lancaster (HL), Beverley Smith (BS), Vicky Briggs (VB), Jayne Purdy (JP)

## **Apologies**

Helen Bennett (HB), Amelia Rodgers (AR), Karen Woodstones (KW), Madeleine Howard (MH), Eleanor Langhorn (EH)

## **Agenda**

- Treasurer Handover
- Halloween Disco
- Xmas Fayre
- September Newsletter
- Ice Lolly Fridays
- Half term meet ups
- Fundraising Ideas/Meeting with School Council in September

SHD opened the meeting with the following updates for members:

- ET will assume the role of treasurer, the handover from HB to ET will take place on Friday 22<sup>nd</sup> September at 2pm at SHD's house.
- The village hall is booked from 5-8pm on Friday 27<sup>th</sup> October for the Halloween Disco. Cost to rent the hall is £50
- Due to the cost of the hall, it was agreed that face painting for the event would not be profitable. It was agreed that a stall at the Xmas Fair should be offered to a face painter instead for the stall fee & raffle donation, to avoid additional expense for the PTA

## **Halloween Disco**

- SHD confirmed CP's husband will DJ the event for free
- Agreed the event should start at 6pm to allow for parents finishing work & finish at 7.30pm
- Ticket price to be £4/child (Under 1's free)- includes Hotdog, Drink & Ice Lolly
- Tickets to be available via Parent Pay. Additional tickets for siblings to also be made available for purchase.

- Ticket deadline to be Tuesday 24<sup>th</sup> so that food can be purchased in time for the correct numbers. Parent Pay item to be left open until the day for any last minute add-ons if the event has not sold out.
- SHD to confirm maximum capacity for the hall with care takers to ensure ticket numbers are limited to avoid exceeding capacity due to parents/siblings attending etc.
- VB can do risk assessment nearer the time
- Unlimited dilute orange & blackcurrant for the children.
- Teas/Coffees to be available to parents at a cost of £1
- Vegetarian option hotdog to be available- PTA will check with school office for dietary requirements for those who have purchased a ticket. Hot dog buns must be dairy free, will check ahead of the event how many gluten free buns will be needed.
- **\*Parents to email school office for dietary requirements of siblings.**
- A tuck shop will be available to sell crisps & confectionery to increase funds raised.
- Agreed party games for entertainment- Musical statues, Corner game, Limbo, Musical Bumps etc.
- DIY costumes will be encouraged & a request to be made via newsletter for Costume donations. PTA members will bring spare costumes on the day which will be available at the entrance door for children who do not have a costume. HL will bring a rail to hang these on.
- Fancy dress competition for each class with a winner for 'Best Dressed Girl' & 'Best Dressed Boy' for each. Prize to be a bag of sweets (must be vegetarian) suggested Haribo or Maoams. Small packets of sweets to be given to children as party game prizes
- ET will make the poster, VB will print copies. Poster to include: Ticket price, Time & Location, Disco, Games, Fancy Dress Competition, Parent Supervision, Deadline date for tickets
- SHD will ask to borrow school's cups to avoid using disposable ones.
- PTA members will set up the hall during the day if possible. Decorations to be donated, home made or low cost due to small budget. HD suggested paper chains & BS suggested balloons to be used as low cost ways to decorate & entertain children. PTA will look for balloons in Halloween colours: purple, black, orange, green etc.
- VC will organise hay shaving bales for the disco
- HL's mum to do hot dogs
- BS's husband will carve pumpkins to be used as decoration for the doors
- PTA will make a job list for the next meeting which can be issued out to parents to request for volunteers for each task.
- PTA members will dress up
- Pumpkins will be on available to purchase outside school in the last week of term for a donation on Parent Pay. VC will have the pumpkins delivered to school on Monday 24<sup>th</sup> ready to be on sale the following morning. SHD will ask school to borrow wheelbarrows to keep Pumpkins in.

### **Xmas Fair**

- PTA to check how many stalls can be set up in the hall during the next meeting.
- Stall price to be £10 plus donation for raffle prizes
- PTA to run a stall selling Christmas cards- to be designed by ET- to raise funds for the PTA
- So far stalls have been requested by:

- *Bows of Yorkshire (Hair accessories)*
- *Debbie Ward designs (Fabric crafts- bags, aprons, soft furnishings etc.)*
- *Jane Bradley (Jewelry)*
- *SHD's mother-in-law (Knitting)*

**\*2 stalls to be reserved for PTA card sales, pre-loved books & potentially a face painter**

- Hall to be decorated by PTA members with donated decorations
- SHD is collecting books to sell for 50p on a stall
- TBC if Santa can be shared with school
- SHD suggested selection boxes instead of gifts for Santa's grotto

### Ice Lolly Sales

- MC reviewed total ice lolly sales:  

$$£29.50 + £35 + £33.60 + £33.50 + £29 + £32.25 + £26.60 = 219.45$$

$$\text{Average cost of ice creams/week} = £16$$

$$£16 \times 7 \text{ weeks} = £112$$
**Estimated Total profit: £107.45**
- Agreed PTA should choose a replacement for the ice lollies for the last Friday of each month to keep momentum as the ice cream sales have proved popular.
- ET & SHD suggested a cookie or bun would be a suitable replacement for winter. ET has a gazebo which can be used in bad weather

### Holiday meet-ups

- Agreed the summer meet ups were not popular with parents outside the PTA group
- To encourage parents to join the meet ups, it was agreed at least 1 meet up should be planned for every half term holiday
- Agreed Thursday 2<sup>nd</sup> November 10.30-12.30 for October ½ term meet up

### Parent Events

- It was agreed that arranging parent events via the PTA would be a great way to encourage new members
- It was agreed that a wreath making evening for parents would be a good way to raise funds & bring other parents on board
- SHD booked hall for 8<sup>th</sup> December 7-10pm, Event to start at 7.30pm
- Ticket numbers to be limited- number of places TBC
- HB will run the event & supply basic materials, ticket sales to cover costs of materials
- Ticket price suggested at £20pp but TBC at a later date
- Foliage to be sourced by PTA from gardens etc. to reduce costs
- Attendees to bring own decorations for personalising such as ribbons, bows, baubles etc.
- SHD confirmed alcohol cannot be served by the PTA as a license would be needed at a fee of £40. Agreed the event should be BYOB

### **Newsletter**

- Newsletter to be kept to 1 page long.
- To include dates/info for Halloween Disco info & request for costumes, Half Term meet up, Xmas Fair info & Wreath Making evening
- All agreed that this issue should be sent out electronically only via PTA Facebook page & by email from the School Office.
- VB requested that the upcoming committee meeting regarding funding of new equipment to Haddlesey Park be added to the newsletter. The meeting will take place on 28<sup>th</sup> September, 7:30-9:30pm at Haddlesey Village Hall & requested that everyone come along to have their say. Attendees can either join in person, or arrangements will be made to allow people to join virtually via MS Teams if preferred.

### **Draft Items for Agenda at next meeting:**

- Halloween Disco
- Xmas Fair
- Wreath Making
- Fundraising Ideas/Meeting with School Council
- Parent Voice
- Friday treat sales
- October Newsletter

**Next meeting to be held on Friday 6<sup>th</sup> October 2023, 2-3pm at Haddlesey Village Hall**

**Proposed following meeting Wednesday 13<sup>th</sup> November 2023 at 7pm at The Wishing Well**