# MOSSPITS LANE PRIMARY SCHOOL
# PARENTS' ASSOCIATION MEETING

## 3.45pm - 16th September 2015 - Victoria Room

## Minutes

1. **WELCOME, MEMBERS PRESENT & APOLOGIES**
   Present – Samantha Bentall, Jan Sweeney, Carolyn Thornton, Tina Nightingale, Andrea Clintworth, Jo Jones, Val Bray, Louise Everitt, Karen Owens.

   Apologies – Jill Kyriakides, Nicky McGrath, Shirley Davies, Sarah Summers.

2. **NOTICE OF ANY OTHER BUSINESS**
   No other business.

3. **MINUTES OF LAST MEETING**
   Minutes to be uploaded to website.

4. **FINANCIAL REPORT**
   Current balance £5786.24
   Everything apart from Fun Town money has been banked.
   Easy fundraising needs to be promoted in the run up to Christmas.

5. **REVIEW OF SUMMER FAIR**
   LE – Suggested that the committee needed to improve its wet weather contingency plan and that gazebos could be purchased before next year.
   CT – JK has passed on folder with details for planning next year's event.
   JS – The former Chair and Secretary, Jill Kyriakides and Glynis Tibke had organized previous fairs very efficiently that the new committee had a difficult act to follow.
   SB – Mentioned that the Y6 enterprise stall was situated outside the refreshment area - which took people away from the cake stall, chocolate fountain and pancake stall.
   JJ – Thought the atmosphere was good but said that she missed the refreshments and cake stall as it was not obvious where they were.
   LE – This year there was no Halal meat on offer and there needs to be a choice of both.
   SB – Important to know ingredients of all food products for religious and allergy purposes.
   KO – We need to make laminated signs in advance.
   VB – Thought the atmosphere was good.

CT - External stalls – toys were poor quality and some were inappropriate.
SB – Suggested that there should be better advanced planning. All committee members should have a detailed plan of where each stall will be situated and everybody should be allocated jobs before the day.

A committee discussion took place regarding the way in which members were thanked for their role in organizing the summer fair. The fair is a combined effort by team of volunteers and large amounts of 'behind the scenes' organization could easily go unnoticed. Committee members were keen to ensure the coherence of the team and wanted to maintain a willing band of volunteers for the future. All hoped that the current vacancy for the position of Chairperson would be filled at the forthcoming AGM.

**6. FUTURE FUND RAISING EVENTS**

a. MacMillan coffee morning. Tablecloths still needed. CT to raise cheque and purchase. Approx £300.

b. VB – asked whether the PA could contribute towards the Christmas cinema trip. It was suggested that a travelling theatre company could visit the school instead. Pantomime trips were ruled out due to the expense.

c. Early years BBQ – Wed 30th September.
BBQ – CT SB JS – to organize. CT to purchase burgers and bread.
SB said that the BBQ may need cleaning.
In case of wet weather, the event will move into the hall.

d. Disco – Friday 13th November 3pm to 5pm. LE to book disco.

e. Film Night – Wednesday 2nd December 3pm – 5.30pm

f. Christmas
CT suggested – Santa Dash, Prize Draw and Grotto rather than a Christmas Fair. All agreed.
Santa Dash – Friday 4th December
Prize Draw - Mon 14th December
Grotto – 9th, 10th and possibly 11th of December.

**7. TIME AND DATE OF NEXT MEETING**

Meeting closed at 4.56pm
Next meeting – AGM - 6pm 21st October 2015
(Short committee meeting will follow)