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Ash Primary School PTA

Meeting Minutes - 2nd March 2022

Opening:

The meeting was held at The Bell Inn at 7.30pm on Wednesday 2nd March 2022.

In attendance:

Lynne Buckley (LB), Sam Lock (SL), Vicki Ousey (VO) and Amanda Wills (AW).

1. Feedback from past events

a. Stargazing

CADAS were excellent and are keen to come back.

Event was fairly well attended. We could do with an astronomy film on screen in the hall.

Food went down well - pasties & sausage rolls & tuck shop.

Took £204, less £37 costs, so £167 profit.

2. Future event planning

a. World Book Day - Thursday 3rd March, 3.10-4.10pm

We've had lots of book donations.

Not many helpers but we'll have to manage.

b. Mothers' Day Afternoon Tea - Friday 25th March

We haven't heard back from Mrs B about afternoon tea, or possible service in Millennium Wood.

Claire P happy to make scones, and to buy jam and cream.

Try to use glass ramekins to reduce single-use plastic.

Need vegan and gluten-free options - cucumber sandwiches and jam sandwiches, gluten-free bread & scones.

Tea pots and coffee pots available for people to collect hot drinks. No table service this year.

Pre-order through BACS or cash at office in an envelope.

Pricing - £5.50 for adult & one child, £2.50 for each subsequent child.

Action: VO to order paper takeaway cups x 200

Action: VO to source card trays for takeaway food.

Town Tree Trail - is this running this year? Usually in May. We do the refreshments and make a profit. Happy to arrange refreshments but we don't have capacity to organise races.

Action: VO to check with Adam Hawkins.

c. Summer Festival

We're really keen to run a fun summer event.

Live music, food & bar, stalls if we have enough help to run them.

Need volunteers to help organise.

Proposed date: Saturday 16th July - we haven't heard back from Mrs Bennett.

Action: Check date with Mrs Bennett.

Action: AW to send notice ask for volunteers, and set up separate committee to organise.

3. Contactless Card Payments

We have the machine now for taking card payments. We may need to upgrade to one with better internet connectivity for it to work outdoors. SumUp 3G card reader is £49.99.

Action: CP to order a 3G card reader.

4. Lists for managing stock and equipment

VO to set up Google Sheets for recording stock and share with current committee.

Easy to share with future committee members.

Action: VO to create Google Sheets that committee can access.

5. CRB Checks

Waiting for Maria to reply about who is currently CRB checked. Do they expire?

Action: AW to follow up list of volunteers that have completed CRB check.

6. Any other business

- **Risk Assessments** - needed for every PTA event - need to co-ordinate with the school.

7. Date of next meeting

The next PTA meeting will be held on Tuesday 15th March, 2pm at school. Exact venue to be confirmed.

Meeting closed, 8.53pm.