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Ash Primary School PTA

Meeting Minutes - July 2021

Opening:

The meeting was held online via Microsoft Teams at 7.00pm on Tuesday 6th July 2021.

In attendance:

Lynne Buckley (LB), Vicki Ousey (VO), Claire Phillips (CP) and Amanda Wills (AW).

Discussion:

1. Welcome

It's only the four committee members in attendance tonight. We would love to have more people involved. Perhaps we should rebrand the PTA as something else, as the name seems to put people off, rather than inspiring them to join in.

Action: AW to ask Sara Gaskins of Stable Design about rebranding.

2. Update on ice-cream sales

Going well, raised £85.60 last week, so it has raised over £300 so far.

3. Progress on funding request for school minibus

VO met with Vickery's. They can offer minibus hire, but the contract would depend on the mileage and how often it was used. School need to contact Vickery's directly.

Carrina Jones reported back about the South Petherton community minibus. They got significant funding from SSDC and it's unlikely they'd fund another one in such close proximity. There is the option for Ash School to hire it, for £40 per day, or reduced half-day rate. Link to hire is <https://ramalife.co.uk/minibus/>

School need to look at hiring a minibus when required, and can apply to the PTA for funding specific outings.

4. Update on gazebos

A good secondhand marquee was available locally, but it wasn't a pop-up one. We need something that is easy to set up with few volunteers. Ideally 9m x 3m or thereabouts .

Action: All to look out for secondhand gazebos or event shelters and let LB know.

5. Future event planning

a. Evening shows

Y3/4 are putting on a play on two evenings next week. The other year groups are also putting on shows, on other evenings. It's a bit short notice, as the dates have only just been announced by school, but we would easily organise a tuck shop.

Action: VO to ask Mrs Bennett if we can have a tuck shop at any of the evening events.

b. Non-uniform day

Would be fun for the children, and easy to organise. £1 contribution per child suggested.

Action: CP to ask Mrs Bennett if we can have a non-uniform day on Friday 23rd July.

c. Live Music event - Friday 10th September 2021

LB spoke to Louise from The Baker's Arms. They have 2 big gazebos, with 'Lou's Saloon' on them. They can put up the two marquees and run the bar, and give us 10% of the takings. This option would save us a lot of hassle, but would it raise enough money? Maybe sponsorship is an option, in exchange for a greater share of the takings. Need to explore other bar options, as we need to raise as much money as possible.

Jimmy Divall has the Scouts gazebo, which is £300 to hire. VO is a licensee, so we could set up the bar ourselves. £100 per barrel (88 pints), so £1.86 per pint profit if we sell at £3.00. Food and soft drinks will also generate profit.

VO has secured portaloo hire free of charge.

It would be good to advertise tickets before the end of term, so we must agree ticket prices, then we can get the poster out to advertise. LB has estimated costs, including the band, bouncy castle, generator and wristbands, at around £700. Maximum number of people allowed on site is 600 (after Covid restrictions are lifted on July 19th), assume 300 tickets sold.

Ticket prices to be £3 in advance and £4 on the gate. No charge for under 2s. No family tickets, as families are diverse and hard to define.

We'd like to make the event open to local people and friends from outside of Ash School, but need to check that Mrs Bennett is happy with that. We don't think we'll sell enough tickets if it's limited to Ash School families.

We need an easy and cost-effective mechanism for online ticket sales. Eventbrite is an option, but they charge 3.5% plus 49p per ticket, so we'd have to charge a booking fee. Could we use PayPal without a fee? What other options are there?

We will need lots of volunteers. LB has started an event organiser; need to share with committee so we can add volunteers, and share with Class Reps. We're more likely to get volunteers if we split into one-hour time slots, from 5pm to 11pm. Various refreshments. Reusable plastic cups would be a sustainable option, and a sponsorship opportunity, alongside Ash School logo. £1 deposit per cup, which people can return or take home.

Action: LB to ask Mrs Bennett about it being open to people outside of Ash School.

Action: LB to ask Jenni Williams about options for selling event tickets.

Action: CP to ask Ria Ledbury about options for selling event tickets.

Action: LB to assess online ticket selling options and set up the best one.

Action: VO to ask Jimmy Divall about hiring Scouts' gazebo.

Action: VO to finalise poster with ticket prices and how to buy them.

Action: VO to order wristbands.

Action: AW to advertise event in Ash Newsletter (if Mrs Bennett is happy for us to do so), with a notice about Ash Races Light the same weekend.

Action: LB to follow up with Fantasia about bouncy castle.

Action: AW to ask Sara Gaskins about getting logo put on plastic reusable cups.

Action: CP to renew food hygiene certificate.

Action: All volunteers encouraged to take online test for food hygiene certificate.

Action: LB to check jacket potato machine.

d. Ash Races Light - Sunday 12th September 2021

VO is meeting with Adam Hawkins on Thursday. We have had a few volunteers offer to help, and these will be added to the race volunteers group. The Race Committee will now hold separate meetings, and the PTA will be involved in refreshments only.

Refreshments to include barbecue (burgers, bacon, sausages), vegetarian options cooked in oven and kept warm, pastries, tea/coffee and tuck shop.

More likely to get volunteers if we split into one-hour time slots, from 8am to 3pm.

Four volunteers needed for the barbecue, two volunteers on other refreshments.

Parents, partners, grandparents and friends to get involved.

Action: VO to ask Aileen to add AW to Race Volunteers WhatsApp group.

Action: CP to create table of volunteer time slots.

Action: LB to ask Sam & Martin Lock about volunteering on barbecue.

6. Any Other Business

Funding request process

We ought to have a formal process for school to apply to PTA for funding. At the moment, requests come via email, or in person, and there's no set process for approving these requests.

An application form would be good, showing the total cost, what it's for, how much our contribution will be, and which children will benefit. This form should be completed and emailed to PTA email address. Amounts less than £200 can be approved by two committee members, and anything over £200 must be discussed at a PTA meeting before being approved.

Action: AW to create an application form for PTA funding and send to school.

Leavers' hoodies

School have requested a PTA contribution of £140 towards Y6 leavers' hoodies. **Approved.**

Books

School have requested a PTA contribution of £107 towards books. **Approved.**

7. Date of next meeting

The next PTA meeting will be held at **7pm on Wednesday 4th August**. We hope to meet in person in the garden of The Bell Inn, and will meet online if there's bad weather. We don't usually meet in the school holidays, but there's a lot of planning to do before the big weekend at the end of the first week back.

Meeting closed, 8.49pm.