

MINUTES

Collingbourne Church of England Primary School PTA

Date | time Thursday 18th July 2024 | 7.30pm *Meeting called to order by* Marc Furia (Chair)

In Attendance

Marc Furia (MF), Lyn Probert-Ottewell (LPO), Harriet Philips (HP), Dudley Barnes (DB), Sophie Guilford (SG), Fiona Greig (FG), Jessi Ellston (JE) Lauren parks (LP) and Joshua Fish (JF)

Apologies

Vicky May (VM), Chris Edwards (CE), Sherry Osei Kuffour (SOK), Nicky Hall (NH).

Approval of minutes

The minutes were read from the May 2024 meeting and approved.

Financial Report – detail to follow

Hawaiian Disco - Total Cash = £ 214.02 Float £20.00 Expenses tbc

Sports Day Lollies bought for after Sports Day - £20.28

Friday Lolly Sales - tbc

Spend Request list

- Bike store
- Permanent Forest School Roof (getting quotes)
- Classroom Upgrades – new tables and chairs
- Specialist Activity Area / Kitchen – Table and stools to use for activities

We need to prioritise and get quotes for all.

Sign on fence to be upgraded and repainted to reflect what PTA has raised in a year or a particular project out of the above list. **JE** volunteered to help revamp the sign.

Event Reports / feedback

Hawaiian Disco Thursday 23rd May – KS1 5-6pm; KS2 6-7pm; £2.50 per child

Well attended with tattoos, sweets and glowsticks popular.

Total Cash on night was £ 214.02 with a £20.00 float.

MF discussed with Justin about future PTA Disco dates and MF will share next year's dates with him.

MF also to discuss contributing to the cost of any new equipment he might require since he never charges the PTA for supporting us.

Upcoming Events

1. **Tri-Village Fete 7th September** PTA will buy a stall (£10)

Content TBC but to include uniform.

Need someone to lead organisation, ideas for stall (100 square grid/splat the rat/lucky dip/cake bake/virtual balloon race etc) and volunteers to man the stall

2. **Collingbourne PTA Meet and Greet Friday 20th Sept** 3.30 – 5.30 in school grounds

- BBQ and refreshments on sale (**MF** but we will also need a volunteer please with level 2 food hygiene certificate)
- Facepainting (**FG**)
- PlayPod (**HP**)
- Penalty Shootout (**JF**)
- School displays?
- Other ideas?
- Poster to be created (**DB**) and shared on DoJo (**HP/VM**)
- Organisation at next meeting (11th Sept)

3. **PTA Discos 2024 - 2025**

- Tuesday 22nd October
- Thursday 13th February
- Thursday 22nd May

4. **Easter bingo 2025 – 3rd April 2025**

Future Event Planning

5. **Glitter Ball Alternative Christmas Event**

Without a committed team to support this fully, it was decided to not go ahead with the Glitter Ball this year. However, alternative options were discussed:

- Pig Race Night
- Christmas Barn Dance with Hog Roast
- Wreath making or Christmas Pottery Painting
- Christmas Craft Fayre and Santa Canta
- A combination of family event in day and event at night for parents

Actions:

- **HP** to send out parent survey to see what has most support
- **MF** to follow up on organisers of Pig Race Night
- **SG** to check with **DF** whether they would be happy to hold a joint Christmas Fayre
- **LPO** to check with **VM** what dates **VH** is free
- **CE** to report back on Tidworth Town Clerk query

1. Other fundraising ideas (**ALL**)
 - a. Lolly sales on Friday / Hot dog Fridays as alternative in winter months.
 - i. **HP** to NH re Hot Dog Fridays
 - ii. Short term storage of lollies for sales in CCC freezer OK if we have key access to hall
 - b. **MF** to check status of Football card sales with **CE**.

2. Timely publicity (**FG**)
 - a. Add TriVillage Fete, Next PTA Meeting, New School Year Collingbourne PTA Meet and Greet and PTA Disco dates to FB Calendar
 - b. Monthly reminder of what events are coming up
 - c. Weekly reminder at the start of each week

3. Set up a live list of requested items from school and approximate budgets (**LPO**)
 - a. A record of what we have contributed for parents to see where their money is going.
 - b. Incentive to see what we are now fundraising for and the progress being made.
 - c. Can be included in Minutes for update.

4. A place to store electronic files and a calendar (**LPO**)
 - a. Set up Microsoft account email: **collingbourneprimarypta@outlook.com**
 - b. Published [Calendar](#) that all can access to check dates and details (can be published on FB page).
Can also be used to set up online PTA meetings for all to access easily from the calendar or shared link via Facebook.
 - c. One Drive for file storage for succession planning and useful planning files
 - d. File for funding requests and progress charts

Next Meeting

Provisional date: **7.30pm Wednesday 11th September 2024**, Tipple Inn, Collingbourne Ducis

Motion to adjourn was made at 21:00 and was passed unanimously.

Actions Summary

Action	Responsibility
Spend Requests <ul style="list-style-type: none"> • Create live list • Prioritise projects • Revamp sign 	LPO ALL JE
Tri Village Fete <ul style="list-style-type: none"> • Leader and small team required to man 	All
Collingbourne PTA Meet and Greet <ul style="list-style-type: none"> • Poster ASAP • Share FB/Dojo 	DB VM
PTA Disco Dates to Justin	MF
Christmas Event <ul style="list-style-type: none"> • Parent survey to see what has most support • Follow up on organisers of Pig Race Night • Check with DF re joint Christmas Fayre • Village Hall availability • Tidworth Town Clerk query as alternate venue for a Glitter Ball 	HP MF SG LPO CE
AOB <ul style="list-style-type: none"> • Talk to NH re Hot Dog Fridays • Check status of Football card sales • Add TriVillage Fete, Next PTA Meeting, Collingbourne PTA Meet and Greet and PTA Disco dates to FB Calendar or share the link to the new Microsoft calendar • Monthly and weekly reminders of events • Set up spend request list and progress • Set up Collingbourne PTA Microsoft account 	HP MF FG FG LPO LPO (done)

