

BRAMLEY CHURCH OF ENGLAND PRIMARY SCHOOL ASSOCIATION

Monday 9 May 2005

Present:

Ann Berresford, Glenn Payne, Jane Glynn, Elaine Slater, Jamie Chapple, Garry Marshall, Graham Miles, Carol Hermaszewski, Linsey Linn, Keith Goddard, Barry Fleming, Sharon Frost, Claire Holiman, Chris Edwards

Apologies: Pieter Eksteen, Judith Cox, Peter Treadgold, Joan Shadwell, Mandy Weller

	ITEM	ACTION												
3	MINUTES of the previous meeting were read and agreed.													
4	<p>REVIEW OF PREVIOUS EVENTS:</p> <p><u>Treasure Hunt – BH Monday 2nd May.</u> This year based around Sherfield-on-Lodden. Organised by Peter Treadgold. Meet Lodden Sports Pavilion 10.30 to 11.30 start, takes approx 1 and half hours to get round. BBQ for 12 noon. Burger £2 including salad, Hot dogs - £1 including salad. Licence – Pete Francis will apply for licence and run bar. £1.00 per adult, 50 per child – prizes to value of £15, £10 and £5.</p> <p>Very good weather – approx 35 families. Consider changing to a weekend day rather than BH to try to attract a higher attendance. Could publicise in Parish Magazine to encourage village participation (however has been sabotaged in previous years). Also useful to add some idea of time takes to go round. Other improvements could be made to ensure including younger children: § Separate quiz for children? § Maybe Easter Egg type hunt? Suggest papers are swapped at the end of the ‘hunt’ to speed up the marking process, plus all get to know the answers. Need to have an announcement at the end for the winners – otherwise seems to fizzle out. Could have sweets available to buy for the children. Also some complaints that we had run out of food, but there was a full box of burgers left. Some issues around committee members offering help/agreeing to jobs before the day and then not happening at the event. Suggestion that the person ‘managing’ the event contacts volunteers prior to the event to check availability.</p> <p>Note to all – reminder that if committee members volunteer to help and then are unable to attend the event, they need to find a replacement. Next year, need to allocate a helper in the job sheet to help clear the bar.</p> <p>Need to make a note in the next publication of School Biz that Peter Francis donates all profits from the bar at ALL events to the PTA.</p>	<p>ALL</p> <p>Secretary to note - JG</p> <p>BF</p>												
5	<p>TREASURERS REPORT:</p> <p>- Profit from recent events:</p> <table border="0"> <tr> <td>Treasure Hunt</td> <td>LY</td> <td>TY</td> </tr> <tr> <td>- Bar</td> <td>21</td> <td>67 (can take more £ if have barrels of beer)</td> </tr> <tr> <td>- BBQ</td> <td>138</td> <td>152</td> </tr> <tr> <td>- Entrance</td> <td>48</td> <td>89</td> </tr> </table>	Treasure Hunt	LY	TY	- Bar	21	67 (can take more £ if have barrels of beer)	- BBQ	138	152	- Entrance	48	89	
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	<p>Total profit £114 £213 Uniform sale in April - profit £104</p> <p>Some year to date figures on the 4 discos: Profit LY £1623 TY £1575</p> <p>Agreed expenditure and budget report handed out at meeting. Bill for £3000 for playground markings has been received. Account Balance £11128.04 (end April)</p>	
6.	<p>Charity Commission Update: Trustees forms need updating. Trustees required to complete a certificate of identification – return to Garry. Confirmation that the current account has 'instant access'.</p>	GP/ GMa / KG/ JG
7.	<p><u>Summer Fete Update Saturday 9th July</u></p> <p>Prior to meeting, 2 sub-committee meetings held 12th and 26th April – minutes attached separately. Sub-committee – Glenn, Keith, Garry, Claire, Chris. Theme – changed to Kings and Queens of England. Need to be able to identify PTA members and stall holders – Tabards for all. Linsey has some fabric to donate, Jane to make tabards (approx 25) Chinook needs to be confirmed – letter sent early April. Chinook is NOT available this year. Main sponsors Sherdons – draw winning ticket for Pot of Gold. Pot of gold – 50% to PTA – Jamie volunteered to promote. Other school raffle – draw on another day. Consider stilt-walkers – Chris to contact Festival Place. Could ask contributors for homemade sweets this year rather than cakes. Visual Entrance required. Could provide children with A3 shield shape to decorate – prize for best shield. Volunteers to provide parasols on the day – for refreshment area? <u>Fete Brochure:</u> Volunteers to chase up contacts re: advertising for Fete brochure- Chris/Graham/Keith/ Elaine/ Jamie. Claire will distribute list of those who have already agreed to advertise or do not wish to advertise. All advertising needs to be in by end of May. If contacts not willing to advertise, discuss raffle contribution or can include flyers. Outside front cover available for £250, other availability - centrefold, inside back cover, first right hand page.</p>	<p>Minutes attached</p> <p>LL / JG</p> <p>JCh</p> <p>CE</p> <p>CE/Gmi/KG/ES/JC</p>
	<p>FORTHCOMING EVENTS:</p> <p><u>Salsa Evening</u> – carry forward – maybe September?</p> <p><u>Family Event – Friday 10th June</u> Send out multiple choice questionnaire asking what families want for the 'Family Event' – BBQ, rounders, bring own picnic, live music, roller disco, strawberries and pimm's, etc? Peter E to draft up. Could we incorporate the Quiz Night into the Family Event? Also add into questionnaire to gauge interest in Murder Mystery evening.</p> <p>Roller Disco -5 – 5.45 for Rollerblades/ scooters. Garry to provide 80's music – put out over PA. Bouncy slide (from Chris) – needs to be manned in 15 minute slots from 5.45</p>	<p>PE</p> <p>GMa CE</p>

	<p>to 9.00 – job sheet attached. Please confirm availability to Glenn. Ye Olde Pot of Gold tickets to be available – volunteers needed to sell – see job sheet. Need to remind families to bring a picnic and children must be supervised at all times. Rounders match available from 7.30pm. Again, remind families/friends to get their team together. Contact Tony Ludwig to see if other events could be arranged.</p> <p><u>Fireworks – Friday 4th November</u> Parish Council v enthusiastic originally- may contribute £200- which is not sufficient. Still unsure if planning to use Clift Meadow. Consider spending more money – up to £2000 – for 2 operators, including Red Cross (already booked). Last Year made £1500 profit. Could charge more if village event. Would need to leaflet drop to wider community. If we use Clift Meadow – then can use the bar/toilets in the Bramley Inn, fireworks in field opposite the Clift Surgery and bonfire on the concrete area.# Would need temporary fence at side of Bramley Inn as currently open to Clift Meadow. Could contact Sherfield Parish Council to suggest joint effort (as Sherfield in school catchment area). Garry to check. Also consider discussing with British Legion to see if interested in being involved. If aiming to get more people – consider external vendors - hot dog van, chip van, candyfloss, etc. Graham has one contact. OR maybe Bramley Inn would be interested in providing BBQ? Another suggestion to get children's roundabout. Some concerns over security, which we could get over by selling tickets beforehand – need to consider how tickets would be sold. Need to contact local Fire Department with estimate of tickets we could sell from safety point of view. May also be some ideas on the H&S website. Need to check that event is covered by PTA insurance.</p>	<p>ALL ALL</p> <p>GMa</p> <p>GMi</p>
<p>9</p>	<p>ANY OTHER BUSINESS: Audit is complete. Extra-Ordinary meeting is not required. School Biz – imminent.</p> <p>Volunteer required to take on duties of PUBLICITY/MARKETING for PTA events. We think we miss a trick or two by not marketing our events as well as we could. Please contact Glenn.</p> <p>Ideas for shade for the field – choice between sails/pergolas/ living willow. AB has brochures.</p> <p>Reminder from Jamie for the committee to go out on a social event - to include staff.</p> <p>School Biz – is coming!</p> <p>Linsey Linn will be the new School Governor on the PTA replacing Carol Hermaszewski.</p> <p>At a recent Health and Safety review, 89% was achieved. Comment that the PTA was very thorough in checking health and safety issues prior to all events – well done.</p>	<p>ALL</p> <p>AB</p> <p>GP/KG</p> <p>BF</p>

	<p>IDEAS FOR FUTURE EVENTS:</p> <p><u>Murder Mystery evening</u> – Glenn to investigate. Packages can be purchased where the event is organised by external suppliers. Costs around £1000. Could sell raffle tickets. 80 people (10 tables of 8) including food, or 100 to 110 without food. Peter E to add into questionnaire.</p> <p>Aromatherapy Evening? Jenny Edwards. Therapeutic Indulgence, 10- 15 mins presentation and one to one consultation.</p> <p>Its' a knockout? Suggested by Chris. To investigate further.</p>	CE
8	<p>Next Meeting: Monday 13 June 2005- 7.30 pm at the Bramley Inn.</p>	

BRAMLEY SCHOOL ASSOCIATION CALENDAR OF EVENTS

Month	Date	Event	Reminders
June 2005	Friday 10 th	Family Event and Roller Disco	
July 2005	Saturday 9 th	Summer Fete	
November	Friday 4 th	Fireworks	
November	Saturday 26 th	Advent Fair	
Spring 2006		Happy's Circus?	

JOB SHEET FOR FAMILY EVENT – FRIDAY 10TH JUNE – 5.00 til 9.00

Bouncy Slide – provided by Zebedees 5.45 to end	Timeslots	Volunteer
	5.45 – 6.15	
	6.15 – 6.45	
	6.45 – 7.15	
	7.15 – 7.45	
	7.45 – 8.15	
	8.15 – 8.45	
YE OLDE POT OF GOLD- selling tickets	5.00 – 5.30	
	5.30 – 6.00	
	6.00 – 6.30	
	6.30 – 7.00	
	7.00 – 7.30	
	7.30 – 8.00	
Music		Garry