

**Barnston Parents Association Meeting Minutes, 15/3/23.**

Attendees:

Apologies:

Welcome and introduction. (VM).

**Review of event(s) since last meeting**

**Calendar**

20 companies paid for advertisements raising £1303, including BeFibre who sponsored the initial print run of 100 calendars. Total cost of printing £378 for initial 100 + £228 for 2nd run of 50 = £606. An extra 50 calendars delivered free due to courier / printer error = total 200 calendars. Learnings for next year – order initial run of 150 will work out cheaper, or push online presales earlier for more accurate order quantity.

Sales: 77 bought online, 58 bought at Xmas productions, 22 given away as complimentary to school and advertisers. £675 raised from calendar sales. **Profit = £1372**

**Disco**

First event since covid – a great success, enjoyed by children (and parent helpers!)

School organised with PA providing volunteers and arranging purchase of glow sticks, crisps and water. Costs covered by school, profit direct to school used to fund classroom resources in run up to Xmas.

**Xmas Fair**

Again, school organised with children running stalls in classrooms. School asked if the PA could provide 200 selection boxes for Santa to handout to F2 and KS1 children, and equivalent of 30 large tubs of sweets for children to handout as prizes for their stalls. BeFibre donated £200 to cover the cost of the selection boxes. Huge thanks to Rachel R for sourcing selection boxes, involving visiting lots of shops due to quantity required, and also arranging a donation of 20 boxes from Tesco.

The PA have had feedback that some parents are not happy with just sweets as prizes and have asked if we could consider alternatives. Most alternatives (books, seeds etc) would be too expensive to hand out as prizes when children are visiting lots of different stalls. We asked for donations of sweets from parents as well as good quality, unwanted party bag novelties (to avoid purchasing new single use plastic). The PA needed to purchase additional sweets for the fair costing £73. School asked for parents to pay a one-off donation of £2 rather than having to pay at each stall. From the money raised, school donated £200 to PA funds. **Profit = £127**

**Tea & Coffee for Xmas Productions**

400 mince pies generously donated by parents. Previously the PA have handed out mince pies left over from Xmas Fair. Tea and coffee sold for £1, water bottles sold for 50p (only sold a handful of water). Mince pies initially sold for 50p but sales were slow so given away at later performances. We had boxes left over which were donated to local food bank. Next year maybe consider purchasing boxes of biscuits instead?

Takings: 6/12 = £72

 7/12 = £56.50

 9/12 = £48

 14/12 = £51

 15/12 = £75.10

 Total = £302.60

Costs: Tea bags, coffee, milk (initial purchase 2x 4 pints), disposable cups with lids (requested by school for safety).

**Profit =**

**Hot Chocolate Stalls**

Huge thanks to Emma D for leading this, and her exceptional creativity with reindeer noses, reindeer antlers and smores kits also for sale. Any item £1 or any two for £1.50.

Takings: 1/12 = £96.90

 2/12 = £94.75

 8/12 = £48.25

 9/12 = cancelled due to weather

 15/12 = cancelled due to weather

 16/12 = £68

 Total = £307.90

Costs: Donation of hot choc powder and cups via Vikki J

Candy canes, chocolate buttons, biscuits, hot choc powder, squirty cream, mini marshmallows, milk = £99.29

 Cups – used left over as above from Xmas play refreshments

**Profit = £**

**Current Bank Balance £4400**

**Current Float Balance £130**

**Future event(s) planning**

**Discuss idea of 1 person to lead each event**

**Someone Special for Mothers Day Stall 17/3/23**

Amazing prep by Emma D, following on from previous prep in 2020 when stall was cancelled due to covid. Thanks also to Carolyn J for sourcing extra items needed. Currently 8 volunteers signed up to help run stall on 17/3. Sales as of 22:00 12/3 = 57, need 120ish to break even. Selling for £4 each.

Advertised in PA newsletter, on Facebook, ParentMail email, and parent Whatsapp groups.

Costs: 276 terracotta pots previously purchased in 2020

 160 gift tags and labels previously prepared in 2020

 Extra pots, seeds and craft materials = £170.71 + ED’s craft materials

**Royal Disco 25/4/23**

DJ Pic n Mix agreed to host again (Thank you Christian)

Royal theme as close to Coronation.

Need to discuss: snacks / drinks

 ticket price

 glow sticks or something else?

 how parents pay

Current no. of volunteers – 3

**Sports Day Refreshments 25/5/23**

F2 / KS1 in morning.

KS2 in afternoon.

Need volunteers approx. 3 per session.

Need to discuss: what snacks / drinks to sell

**Summer Fair 9/6/23 15:30-17:30**

Headline sponsor? BeFibre? – Need to contact.

3rd party stalls?

PA stalls – bottle raffle, sweet raffle, cakes, plants?

Bouncy castles (company from last year have made contact)

Food – bbq? Ice cream van?

Alcohol – need TENS licence. What to sell?

Gazeebos – for good / bad weather. Would need to be pegged.

Raffle

Mrs P suggested dog competition

How to charge – per family £15 then stalls / games free?

**Someone Special for Fathers Day Stall 16/6/23**

Ideas?

**Freezer Fridays – 30/6, 7/7 and 14/7**

As per last year. Need about 4 volunteers per day.

Purchase from Tesco? and ask if they can store until just before event.

Sell ice creams for £1, lollies for 50p. Cool boxes in PE cupboard.

**Yr 6 Leavers Assembly Refreshments**

Run as per Xmas plays.

Will need to serve from foyer as kitchen will be in use for lunch prep. Use hot water dispensers from staff room plus PA owned in cupboard.

Will need tea, coffee, milk, sugar, biscuits(?) – check whether enough stock left from Xmas.

**Thank you letters from school to calendar advertisers –** Children have written the letters (Thanks to Mrs Pearson for arranging). VM to distribute.

**Other Events?**

Bingo evening for parents – CJ has contact.

Fun sponsored event – ideas?

**Spend**

£200 to be provided to yr 6 leavers as per previous year.

When PA stopped supplying water bottles to reception children, money was allocated to fund classroom resources. No uptake so far. Have let Mrs Pearson know this is available and committee agreed to increase to £50 per class per year. Discuss designing simple form to allow teachers to apply for funds.

Big school project is upgrading KS1 playground at side of school. School currently getting quotes and discussing with governors. Works hopefully happening this summer. School have asked if PA can contribute.

**Update on ongoing actions – see Action Log for details**

n/a

**Any other business**

* Card machines – easier payments as less people have cash. Money straight to account.
* Improving communication
* Selection boxes
* Tesco tokens
* Charity application