



**Boxgrove Parent Teacher Association
Minutes
Tuesday 5th July 2022 – 7.30pm – Horse & Groom Pub**

Persons Present:

Kristi Hanna (co-chair and chairing this meeting), Philip Harris (co-chair), Nick Griffiths (media secretary), Debbie Morton (treasurer; departing), Louisa Furniss (new treasurer), Marianne Webb (events coordinator, acting secretary for this meeting), Emma Sepassi, Ben Hanna, Neil Wilson, Nicci Sampson, Gillian Rollo, Lisa Druce,

***Welcome**

Kristi Chairing meeting welcomed everyone.

***Apologies for Absence**

Pareesha Dos Santos (secretary)

***ACTION points from last meeting**

- Bank account update (PH)

The bank account is now all up and running with the processes completed.

- Previous meeting questions about the account used by the uniform shop. Lynn to put Philip in touch with Steph to discuss.

Philip has not heard from Steph yet, but Debbie has spoken to her it was confirmed that we can have another account associated with the main account as we had previously with HSBC. Debbie and Kristi are currently signatories which we will need to change as they both leave the committee at the end of this year.

- Escape rooms update - previous meeting discussed dates were to be found when the mobile trail games could take place plus a mufti day for donations towards this

This is not happening this term now as the school and the Escape Room company couldn't find a suitable date. Helen Bashford and Peter Wright liaising with the company to sort something out for the future.

-Year 6 Disco

Wednesday 13th July. It will only be year 6 as there wasn't time in the school diary for the whole school to have discos. Dates have been planned for one for the next academic year. There are plenty of volunteers through the events volunteer section on the events website where they have had to buy tickets. Ticket sales have been extended to Thursday morning to allow for some late orders.

-Continuation of PTA Events Premium - Nick to update - did previous companies renew?

Chantries and TR Plastering renewed their Premium Adverts and Guildford Butchery reduced theirs to a secondary advertising space, which is less visible. RSM will be invited to renew from July and 2 other new advertisers are in the pipeline. We are confident that the PTA Events website subscription costs will be covered by the advertising sales. We currently have set a maximum of 6 advertisers for the Primary spaces and 6 advertisers for the Secondary Advertising spaces and it was agreed to lift that limit if we have further interest - Nick to monitor. It was also discussed about raising the cost slightly by £10-15 per space whilst offering a discount to exiting advertisers wishing to renew. *Nick to manage and action.*

-Constitution update - Philip to update

This is now all done as the charities commission have come back to us.
Nick to ensure it is on the website.

***Committee Vacancies**

Co/Deputy chair role still vacant

Treasurer: Debbie has resigned and handed over to Louisa. Both moves were unanimously voted.

Huge Thanks to Debbie for all her hard work for the last 2 years.

Co-Chair: Lisa Druce has shown an interest but she is not a parent next year. Philip suggested that in our constitution the committee doesn't have to be a parent or teacher. Kristi suggested that it was not practical for someone who is not involved in the communications etc from school. All agreed but hoping that Lisa will be interested if her younger child joins Boxgrove in Sept 2023.

In the meantime, we are hoping that someone perhaps from the new Reception intake might be interested.

***Feedback on Events**

Summer Fair – Well done to all the organisers, the fair was a great success with lots of happy faces and looking like a profit of £5,800! This is less than previous years as no entry was charged that made £1000 (all agreed that entry being charged is no good for a school fair as should be accessible to all – historically it paid for petting farm) and also there was only 1 mufti day for bottles instead of for £1 too as there were too many other days where money was being asked for this term.

There is lots of left-over drinks (lots of water and beer) which will go to the BBQ team to sell there – the expenses will be adjusted to be assigned to the correct event. There were about 30 burgers left over.

There were left over toys collected by someone but there are still lots of books which the teachers are going to go through before they are taken to a charity shop.

Discussion over the external stalls should be charged more. The “Test your Strength” was very popular. Marianne asked if Ben or Philip could make a test your strength machine for us to do in future.

It was also mentioned that some of her prizes were not age appropriate so another reason to do this ourselves if we can get a machine.....

Candy floss was also very popular – discussed the impracticalities of getting a candy floss machine (ie cleaning and storage) and that other sweets sold would make more profit for the fair.

Ice cream man paid £150 and falafel van £75 – it was very busy so perhaps latter should be charged more if used again.

The teachers in the stocks were very popular thank to those great teachers that volunteered and this could definitely have gone on longer.

Feedback was that hairspray was really expensive but explained that it is very expensive to buy – tried to control use with instruction on “1 stripe” but this didn’t really work as kids wanted a whole head!

Bottle Tombola had some issues including the issue with kids getting alcohol. Discussed for future fairs having a policy where a 5 or a 0 wins and kids are given soft drinks (or chocolates are Christmas) and alcohol only given to adults – this would be a different set up with bottles behind the counter.

The bouncy castle slides were reported as too high and not safe for the age of children, and more volunteers were needed to manage the crowds and the kids. Discussion around a “run through” inflatable in future that is easier to control.

The Raffle Return form needs to be submitted for the Gambling License. *Debbie to look at the previous one and share info with Louisa.*

Paint/Prosecco - £383 profit. 29 tickets sold and a couple couldn’t make it due to rescheduled date but didn’t want refund. Everyone enjoyed the night and we have got a date in for another one. Feedback was all positive and particularly that it was great for some to be able to attend a quiet event rather than the big boozy nights such as the Quiz. Pallavi couldn’t provide a receipt, Debbie suggested that next time she invoices us for her costs instead,

*** New Events/Initiatives**

Karen has stepped down from running the lottery – Nick and Philip have taken this over.

***Funding Requests**

Request came in after meeting for Sports week £300 – approved by all committee members electronically.

***Dates for Diary**

Friday 8th July – Family BBQ

Sunday 16th Oct – Fun Run

Saturday 26th Nov - Christmas Fair

Friday 3rd February – Painting and Prosecco

Tuesday 21st February – Sponsored Pancake Flip

Wednesday 1st March – School Disco

Saturday 25th March – Quiz Night

Saturday 10th June – Summer Fair

Friday 7th July – Family BBQ

Teams will be needed to run the Quiz night and the BBQ

***AOB**

Discussed buying new BBQs but decided better to rent for events instead due to cost, storage and cleaning. Looking at booking in advance for events next year. *Marianne to action.*

Thank you to Debbie for treasurer, Neil for all his hard work helping set up events over the years. Thanks to Gillian for putting together the hampers for Christmas. Thank you to Kristi for masses of hard work in events and as chair. You will be missed.