

Minutes of Bishop Tufnell C.E. (Aided) Infant School

Joint Parent Association Meeting Held on Wednesday 11th May 2016 at The Southdowns

		ACTION
1.	<p>Present/Introductions</p> <p>Charlotte Caspall, Tracy Gillin-Greed, Lizz Dugan, Dean Brockwell, Helen Byne, Jo Freeman, Lucy Bone, Jackie Shepperd, Sarah Checkley</p>	
2.	<p>Apologies</p> <p>Nelly Walsh, Angela Flockhart, Helen Dendy, Stacey Nunn, Alex Buttle, Denise Edwards</p>	
3.	<p>Summer Fair</p> <p>DB ran through details of fair and asked group what ideas we had. The group mentioned a festival feel with music and entertainment so parents would stay throughout the fair. Contact Chichester University to see if they can provide a band and find out about costs. SC also mentioned that the samba band will attend and she will contact to enquire about bands.</p> <p>DB suggested new stall this year – ball tombola. Those present agreed and ‘ball donation’ will be added to the donation day list.</p> <p>Group agreed that we would incorporate a car boot into this year’s fair as the space is available. The group decided to charge £6 per car and state cars need to be on site by 10am on the day.</p> <p>SC and DB ran through list of last year’s stalls and group discussed options and agreed as follows:</p> <p>Food – DB suggested we don’t outsource the food this year and suggested that he does it. The group were in agreement.</p> <p>Drink – The group discussed ideas and decided to offer beer, wine, cider. Need to check h&s in regard to glass bottles.</p> <p>Teddy Tombola – Fiona to run</p> <p>Pimms – AB to run plus helper</p> <p>Ice Cream – DB to contact Mr Whippy and come to an agreement over % or flat rate to be given to the school from his profits</p> <p>Bar – Jackie Shepperd plus helper</p> <p>Sweet Stall – Offer pick and mix – LD daughter and friend to run</p> <p>Jam Jars – Nicola Taylor plus helpers</p> <p>Bottle Tombola – Jo Freeman plus helper</p> <p>Chocolate Tombola – Helper TBC</p> <p>Childrens Games – Mrs Rene</p> <p>Coconut stall – Helper TBC – Need to find donator of coconuts – CC to find out if supermarket will provide</p> <p>Beat the goalkeeper – DB son and friend to run</p> <p>Face painting – Teacher to do. Need to check face paints from last year are still useable</p> <p>Pot of Gold – Group decided that this can be decided on the day and helper found</p> <p>Bouncy Castle – LD to contact Boing Boing to source bouncy castles/slide</p> <p>Cakes – Nelly Walsh</p> <p>Henry Adams – DB tp discuss with them about attending. SC said that Bay Tree Estates have also expressed an interest in attending which DB will mention to Henry Adams to see if they would mind.</p>	<p>SC</p> <p>DB</p> <p>CC</p> <p>LD</p> <p>DB</p>

	<p>Plants – JF will check if Clare Rhodes provides and find out further details</p> <p>Raffle- Denise Edwards has offered to organise and LB and HB offered help where needed such as distributing letters locally.</p> <p>Private Stall holders –group agreed £10 per stall</p> <p>Lucky Programme- CC to put together.</p> <p>Strawberries – LD to enquire with last years donor</p> <p>Fire Brigade – HB will contact and see if they can attend</p> <p>Hot drinks- Looking over previous years profit on this stall group agreed to outsource. CC will try and find a company to attend</p> <p>Letter to be put together to notify parents of donation days and group agreed to ask BTI and BTJ for the same donations on each day.</p> <p>DB stated that the volunteer’s database letter sent to BTJ parents only generated 1 response. LD will get letter sent out to BTI parents</p> <p>From previous meeting it was mentioned that each class may do a performance on the day. This needs to be clarified if teachers are able to do this. If not group felt like it would be a good idea to use after school clubs and ask them to do workshops/performances on the day.</p>	<p>JF DE</p> <p>LD HB</p> <p>LD</p>
<p>2.</p>	<p>BTI PA Finances</p> <p>Lizz provided a spreadsheet to the group of the accounts showing recent activity to the best of her knowledge since taking over as Treasurer in April.</p> <p>Lizz went through recent events such as disco and craft activities and the group looked at where more money could be made and decided that another disco should be put on. A suggestion was made to make it a ‘Queens Birthday Disco’. Possible date of 10th June discussed and to be agreed with Mr Morton.</p>	
<p>3.</p>	<p>Father’s Day Craft</p> <p>Group discussed ideas for father day craft workshop and agreed on the following from Baker Ross:</p> <p>Keyring, Coaster, Card and gift bag.</p> <p>The workshop will be carried out on 16th June and letter to be sent to parents as soon as back from half term.</p>	

Next meeting Details

Date: Thursday 26th May 2016

Time: 7.00pm

Venue: The Southdowns