

**MTVS PTA  
COMMITTEE MEETING MINUTES**

<b>Date</b>	19/04/2023
<b>Attendees</b>	Kate Linford (Secretary), Caroline Cooper (Treasurer), Rada Ramsay (Event Coordination), Lisa Davies, Stacey Meyer, Louise Eyton (Chair)
<b>Guests</b>	
<b>Apologies</b>	Kathy Gordon, Nicole McNally

	<b>Owner</b>
<p><b>Welcome, Apologies &amp; Declaration of any Conflicts of Interest</b> – nothing to declare</p> <p><b>Minutes of the Last Meeting</b> – approved unanimously</p> <p><b>Financial Update:</b> CC updated the Committee as follows: £10.3k in the bank account. CC liaised with NM to finalise any outstanding payments for 22/23 tax year. Aware that £627 will be paid out for Coronation medals but will fall in 23/24 tax year CC confirmed that no further Valentines Disco monies were due.</p> <p><b>Grant Applications/Outcomes:</b> KL updated that Margaret Parker/Parish Council have agreed to fund the inflatable obstacle course and the DJ at the Coronation Fayre.</p> <p><b>Requests for Funding</b> – KG submitted a request for Coronation decorations (approved). Request for Y1 coach for Fire Station trip on 21<sup>st</sup> April (approved).</p> <p><b>PTA ‘restructure’ &amp; recruitment push</b> On hold due to time constraints – likely to move to September</p> <p><b>Past Events Update</b> Superwoman (Mother’s Day Event) – sold approximately 150 gifts. PTA to review future sales as time needed to source suitable gifts and keeping prices reasonable had been a significant challenge. Y2 cake sale went well with some fabulous cakes In school (free) Easter Hunt was well received and the cake sale following School’s KS2 competition was a success We had some fantastic entries to the Easter Egg colouring competition several of which were used to create the Easter Trail around the village. Unfortunately sales of the trail were disappointing and based on a time invested versus return basis, it is not likely that PTA will run the Easter Trail again. The Tennis Club event on 1<sup>st</sup> &amp; 2<sup>nd</sup> April (CC and KL ended up attending both days!) was successful and raised £370 which was all profit thanks to everything having been donated or existing stock.</p> <p><b>Event Planning</b> Drop in PTA session at The Shrewsbury Arms / coffee morning at school DATE TBC – coincide with sending out PTA roles document</p> <p>Cake Sales:</p>	All

- Y1 sale is 28<sup>th</sup> April
- Reception sale is 26<sup>th</sup> May

Coronation event / items (Coronation is Saturday, 6<sup>th</sup> May; BHs 1<sup>st</sup>, 8<sup>th</sup> & 29<sup>th</sup>):

- Date 13<sup>th</sup> May, 2pm – 4pm

#### Refreshments

BBQ & Slow Cooker – burgers, hot dogs, veggie/vegan options. Check if Tennis Club can lend a BBQ to keep non-meat options separate.

Soft drinks / mocktails

Cakes & sweet treats

Candy Floss

Sweet Cones

#### Craft & Colouring Corner

2 cardboard castles, which can be coloured in (purchased)

Sale of craft packs - making and decorating a crown (items needed)

Other colouring options such as loose sheets with royal themed pictures

Have Cheshire Horse Sanctuary in this area as they are doing arts/crafts

#### Games

Bottle/chocolate tombola (dress down day needed)

Hoopla but use crowns as the rings

Royal Coin Toss – throw coins into crown shapes or print out a royal face and mark areas that win e.g, on the nose

Bean bag toss – Have Charles head covering Rudolph

Higher Lower

Bat the Rat

Dress up photo booth (royal themed)

Lollipop/sticks in the sand game

Face glitter/tattoos/coloured hair pieces

#### Programme of Events

Have a programme of events including:

Official opening at 2pm (Margaret Parker?)

DJ with party games

Wacky races / welly wanging

Inflatable obstacle course

PCSOs coming with Police Car and Inflatable Game (have own generator)

If we are struggling for enough volunteers, we could have windows of when things are open so that volunteers can move around.

#### External Stalls

Local charities – Chester Kitty Cat Rescue (Teddy Tombola and optional Hook a Duck if no-one else wants to do one), Cheshire Horse Sanctuary (arts/crafts), Brownies (stall TBC)

Private sellers – bath bomb stall

#### Raffle

KL taken tickets to the office and NM will arrange distribution

Tennis Club have 150 to try and sell

Prize info will be drip-fed on the FB page 20<sup>th</sup> -24<sup>th</sup> to create some excitement and anticipation

## **ACTIONS**

- Secure volunteers for jobs pre-event and on the day
- Break down the list of jobs and ask volunteers if they can take on a specific job e.g. making sweet cones
- Ask School for an Own Clothes Day in exchange for bottles or tombola and secure a volunteer to collect in (since confirmed as 2<sup>nd</sup> May)
- CC to find out how inflatable will be run e.g. timed
- CC check with Mr Reed about BBQ storage & buy BBQ
- KL check if can promote on NMoC Facebook page
- CC will contact Castle Park Live regarding their tickets
- From 24<sup>th</sup> April, promote on Village pages – KL to confirm it's okay to signpost non-school folk to buy from the Office
- CC/KL meet to draft layout and start list of purchases required (food, cans, tea/coffee, milk, sugar, sweets, cakes, prizes)
- Plan what is still needed for games and stalls e.g. wellies, coin toss template, glitter, hair clips
- Plan programme of events
- Review Risk Assessment / First Aid

### **Future Event Ideas:**

Car boot suggested on KS2 and staff car park – Mrs Lyon has given approval.

10/5/23 Rags2Riches

Superman event (Fathers' Day - Sunday, 19<sup>th</sup> June)

Sponsored event 'Oddball' challenge June or July

Doughnut Sale – w/c 10<sup>th</sup> July is National Doughnut Week!

Disco (silent?) / movie night

Colour Run

**AOB** – CC has purchased the KS1 Christmas books

### **Date of Next Meeting:**

TBC

### **Draft Events Timeline**

TBC: Drop in PTA session / coffee morning

02/05/23: own clothes day

10/5/23: Rags2 Riches Clothes Collection

13<sup>th</sup> May: Coronation Fayre event (Coronation is Saturday, 6<sup>th</sup> May; BHs 1<sup>st</sup>, 8<sup>th</sup> & 29<sup>th</sup>)

Provisional 17<sup>th</sup> June: Superman event (Fathers' Day - Sunday, 19<sup>th</sup> June)

June or July: sponsored event

Provisional w/c 10<sup>th</sup> July – Doughnut Sale for National Doughnut Week