Greenbrae PTA Meeting

23rd April 2019

**Present**

Julie Morgan (Chair) Jen Johnstone

Sarah Reid (Depute Chair) Jill Whyte

Claire Gray Jasmin Deshpande

Vicki White Nikki Charters

Jennifer Simpson Laura Park

Leianna Minty Catherine Donaldson

Wendy Mennie Miss Reid (Depute Head)

Mr Gray

**1. Apologies for absence**

MS, LT, FH, DN

**2. Approval of previous minutes**

Minutes approved by VW and seconded by SR.

**3. Matters Arising**

JM stated that the previously agreed £500 budget for the Audio Centres does not cover all the equipment requested. **Action: JM/Miss Reid to finalise requirement and purchase within agreed budget.**

Miss Reid asked whether the PTA would consider contributing to an “Overall Prize” for the winning House at the end of the year. A cinema trip was suggested with the requirement for the PTA to fund/part fund a coach and cinema tickets for approximately 60 children. It was agreed that it was a good idea but that it should be discussed in more detail at the next meeting.

**4. Fayre helper availability – Friday and/or Saturday**

 **Friday 3pm -6pm –** CD, JS, VW, WM, JM, JJ, LP, Mr Gray

**Saturday 8am-2pm –** JS, LM+1, VW, NC, WM, JD, CG, JM, SR, Miss Reid, Mr Gray

 **Action: CG to draft parent helper letter for distribution mid-May**

 **Miss Reid to speak to staff re availability to help**

**5. Raffle Prizes/Gambling license**

DN has agreed with JM to organise the Gambling License. **Action: DN**

NC has already obtained prizes from Mill of Mundurno and AFC. She is happy to target businesses in the local area. **Action: NC**

JJ will approach Sterling furniture.

Further to requests last year, a “Thank You” letter will need to be produced to forward to businesses that make donations of raffle prizes. **Action: CG to produce letter after fayre.**

**6. Raffle Books/Letters to parents – dates etc**

It was agreed that as in previous years, each family will get 5 raffle books home to sell with monies/stubs/unsold tickets to be returned by end of May. There was some discussion held over the quantity of books to be purchased. WM to check previous invoice and JM to clarify with DN what was ordered last year. **Action: WM, JM**

DN has agreed to order raffle books again this year. **Action: DN**

CG will organise letters to parents to ask for donations for chocolate tombola, bottle stall, home bakes, children’s books & DVD’s and toys & games.  **Action: CG**

The top 3 prizes were agreed as: 1st Prize - £500, 2nd Prize, DBB at The Chester Hotel and 3rd Prize – SNES Mini Console. The cash prize and console are to be purchased/donated by the PTA.

**7. Flyers**

DN has agreed to design and order the flyers again. **Action: DN**

JM is to clarify the number of flyers required. **Action: JM**

JS, JW, VW and LM will organise distribution of the flyers during the week prior to the fayre. **Action: JS, JW, VW, LM**

**8. Advertising Sign**

WM has asked a school parent who lives on Greenbrae Drive if they would be willing to display the sign on their garden wall and they have agreed. **Action: JM/CG to visit and assess how to attach the banner**

**9. Bakery Order**

Since last year’s supplier were late with the order, it had been decided to use a new supplier this year. JM has secured a new supplier. **Action: JM to confirm quantity and items required and place order.**

**10. Stall suggestions/ class hampers/ gardening club**

A lengthy discussion was held over which stalls to retain from last year and what new attractions could be considered. The following stalls will remain:

* Entrance, £2 adult, £1 concessions, accompanied under 12’s free
* Home Bakes
* Bottle Stall, £1 for 3 turns
* Chocolate Tombola, £1
* Toys & Games
* Toy Tombola (squishies), 50p
* Open the Box, 50p for 3 keys
* Coconut Shy, 50p for 3 turns
* Stocks, 50p per sponge or 3 for £1
* Hook A Duck, 50p for 3 tries
* Books & DVD’s
* Tuck Shop
* Pocket Money
* Hot Dogs, £1.50
* Critter Keeper - £2

The following new stalls were suggested:

* Nerf Game
* “The Cube” ball swap – 50p for children, £1 for adults
* Club 100
* 20p on a lemon
* Face Painting/Festival Hair/Festival Glitter
* Sand Cups

It was agreed that a space plan will need to be completed before deciding what further stalls to include. There were a number of stalls that no decision was taken on including: Play your cards right, Pick A Cup and the envelope game. **Action: JM/CG/SR** to complete space plan

 Class Hampers

Miss Reid has agreed to organise the class hampers due to the Pupil Council having not met recently. **Action: Miss Reid**

Gardening Club

As MS and LT were not at the meeting, nothing further has been confirmed on nest boxes or strawberry plants. **Action: JM to discuss with MS/LT.**

**11. Inflatables for outdoor**

JM confirmed that a Bouncy Castle, Assault Course, Sumo Suits and Diddicar Race track have been booked for the day. A pricing structure for these items is still to be confirmed.

**12. School Hamper**

JW has agreed to take ownership of gathering items for the children’s hamper. The theme this year is “Get Active” and it is hoped to get vouchers from businesses such as Innoflate, Xtreme, Go Ape etc. JJ agreed to assist with gathering items. **Action: JW, JJ**

CG to produce a donation request letter to assist JW and JJ. **Action: CG**

**13. AOB**

JJ asked whether a Dress Down Day could be organised before the end of . It was suggested by VW that a “Shorts & Shades” theme be used and that a donation be asked for rather than a standard £1 or £2 charge. It was agreed that this could be done after the fayre. **Action: JJ to organise date with Mrs Blaikie.**

Parents Evenings are being held on 15th and 16th of May. The PTA intend to sell teas and coffees at this event along with house t-shirts for Sports Day. **Action: Helpers to be confirmed**

LM asked the committee whether they would consider doing “Partyware Hire” for parents to use for children’s parties. The idea was well received, not least due to the environmentally friendly aspect, however it was agreed to discuss at a later meeting after the fayre.

A “token” system was suggested for use for teas and coffees at the Fayre. LM has sourced tickets for this purpose and will purchase ahead of the day. **Action: LM**

NC sourced artificial coconuts at a local business and suggested they be bought for the fayre. LM agreed to purchase. **Action: LM**

Next meeting will be held on Tuesday 21st May 2019 in Greenbrae School Staff Room at 6.30pm