

**Lytchett Matravers Primary School PTA Meeting, Tuesday 10 June 2008**

**Present:**

**Simon France (Headmaster), Sara Powell (Chair), Sally Atkinson, Michelle Collins, Cara Fusco (Treasurer), Helen Smithard, Cynthia Hancock, Becky Tobias, Lisa Thompson-Purvis, Melanie Gill, Suzanne Canning**

**Apologies:**

**Sarah Day, Louise Falconer, Margrit Robinson, Claire Taylor, Karen Towney,**

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**Purpose for this Meeting**

To discuss two main agenda items namely the **Lytchett Matravers Carnival** and the **School Summer Fair + Risk Assessment** thereof.

**Minutes for last PTA meeting dated 10<sup>th</sup> April 2008**

Minutes of the last meeting were approved by everyone present.

**Treasurer's Report**

The PTA's current balance stands at £6,190.76 credit. Still awaiting LTP's pound for pound money to come through from Barclays and profit from the Quiz Night not yet calculated.

**Adventure Playground**

SF explained that he was currently experiencing difficulties as the company building the new playground have cited that they are not able to demolish and remove the existing equipment. **SP** offered the assistance of a couple of men. SF and SP to liaise re. suitable date, skips would be available.

HS suggested that perhaps an article could appear in the next Roundabout to see if the wood might be beneficial to anyone.

**Carnival**

SF and DD have selected 'HIGH SCHOOL MUSICAL' for this year's theme for the school's walking procession.

It was agreed that a letter would be sent out to parents by the end of the week (Friday 13<sup>th</sup> June, explaining that parents will need to accompany any participating children thus taking responsibility for the children rather than the PTA.

SP proposed finding a car to lead the procession playing music from HIGH SCHOOL MUSICAL. SF suggested contacting JT Commercials for a car with a sound system and SP agreed to follow this up.

SP agreed to check exact timings for the carnival procession.

## Summer Fair

SA informed everyone that plans for the Summer Fair were progressing well and outlined the following:

- The Risk Assessment needed to be minuted.
- Publicity/artwork has been done and posters should shortly be printed and distributed (SC).
- Hamper and raffles – currently short of items.
- Judge for bunting competition needs to be found (it was suggested that Sue Edwards who will be running a card stall would be approached for her artistic expertise, failing that MC would contact Judy Monk a local sculptor, who lives in the village.
- Raffles almost sorted,
- Outside stalls sorted

**It was pointed out that all receipts relating to purchases for the Summer Fair will need to be submitted to Cara asap after the summer fair in order for her to calculate end of year accounts.**

### **Activity Schedule**

- Skipping 6.20pm
- Dance Club: 6.40pm
- Jurassic Jumpers: 7.00pm (it was discussed that perhaps there should be some form of barrier to keep children out, such as cones and rope).
- SA confirmed that the Band had been booked by SD

### **Key Attractions**

- Fire Engine
- Coastguard (wishes to put on a display)
- Lytchett Matravers Rugby Club have agreed to do a display, tag rugby will be available.
- Neil Moss, Beat the Goalie
- 2CR might be present, but a final decision will not be made until the day prior to the Fair

Shopping has been planned and will be carried out by the designated PTA members.

SP needs to apply for the relevant licences

Claire Taylor is organising barrels of beer and cider as per last year, although an increased amount! In addition to this SC will do stock take of remaining drink in garage, plastic cups in school store cupboard need to be counted, in addition to this red wine, white wine and soft drinks will need to be purchased for the bar.

Sara had received letter from Class 5S wishing to run a splash the student stall – it was agreed that this could be coordinated with the teachers running the stall for the first hour as ‘splash the teacher’ then the class could take over with ‘splash the student’ SF mentioned that Stowborough First School had equipment for this which could be hired. SP to follow this up.

It was agreed that the Candy Floss stall would be run by a parent who had expressed a wish to do so, rather than an outside stall holder. CF to check that the relevant parent still wished to proceed with this.

SP agreed to contact Farmer Palmers to see if we could obtain 10 straw bales for the Fair.

Teachers’ key responsibilities during the summer fair would be Bar (2-3 staff required), Chocolate Tombola (2), Bottle tombola (2), Soak the teacher (2) and entrance gate/money to the fair (2). BT would check if Jeanette and Sandra would be happy to man the entrance.

SP agreed to contact Sue Jones (parent of a child in reception who had expressed an interest in helping out) to see if she would run the sweet stall.

Lucky Dip – there would be 1 for boys and 1 for girls with gender appropriate presents, Louise Falconer has agreed to run this.

Mel asked if new PTA sheds would be dry and ready to use on day of Summer Fair. SF had been informed that they should be ready to be painted within 2 weeks and was hopeful.

27<sup>th</sup> June selected as non-uniform day for all the school except year 6 (who are away on school trip). Hopefully PTA sheds should be ready to accommodate and store donations on this day for the Summer Fair.

### **RISK ASSESSMENT**

Last year's risk assessment for the Summer Fair was reviewed and updated to accommodate new activities. SP to write up amended version.

### **Date for Summer Fair Layout Planning Meeting**

Thursday 19<sup>th</sup> June, 7.30pm at Bulbury Woods Golf Club (SD to book venue)

### **AOB**

BT discussed school planters as there were plants left over, LTP advised that another planter had been repaired and was now available.

SP made a special announcement and presented gifts for 5 members of the PTA, namely

Patsy Bower (Catering),  
Michelle Collins (former Treasurer),  
Jill Jackson (former Secretary),  
Karen Lake (former Uniform Shop), and  
Helen Smithard (former Chairman),

who would be leaving at the end of the term having spent many years supporting the school's PTA. She thanked them for their tremendous and invaluable contribution and enthusiasm.

HS announced on behalf of them all, that they had had an absolutely fantastic team and that she hoped the present committee would enjoy their time on the PTA as much as they had and wished them every success.