

FRIENDS OF HILL TOP (FOHT) – PTA
Minutes of a Meeting held on Wednesday 27 April 2016
(5.45pm, Ashby Hill Top School)

Present: Jodie Edwards (JE) (Vice Chair)
Catherine Booton (CB) (Treasurer)
Steve Garner (SG) (Head Teacher and FOHT President)
Claire Muttock (CM)
Julie Rush (JR)
Helen Stokes (HS) (Secretary)

Item		Action
1.	Apologies	
1.1	Apologies were received from Dean Mills (Chair) and Jessica Southwart.	
2.	Minutes and Matters Arising	
	The minutes of the meeting held on 25.1.16 were agreed as a correct record.	
3.	Update on Financial Position	
	CB advised that the PTA had raised £1446 in the school year to date, including £336.82 profit from the Easter chocolate bingo and £243.96 from the latest non-uniform day. The PTA balance was currently just over £9000. Currently-known precommitments included the KS1 books, Year 6 Leavers' t-shirts and the pantomime.	
4.	Fundraising Events by the Chair	
	It was confirmed that DM would be competing in the Tough Mudders event on 22.5.16, with all sponsorship raised by him being donated to Ashby Hill Top Primary School. A 'just giving' site had been set up accordingly. DM had also applied to compete in the September 2016 Great North Run and would possibly consider the 2017 London Marathon. JE tabled a flyer advertising DM's involvement in the Tough Mudders event, and SG agreed to review the YouTube footage and show it in assembly if appropriate. It would also be placed on the FOHT FB page.	SG JE
5.	Recruitment Drive	
	In terms of raising the profile of the work of the PTA and encouraging more volunteers, it was agreed to:- <ul style="list-style-type: none"> • update the existing leaflets (aimed at new School parents) and create a promotional stand incorporating photographs of the items bought for the School by the PTA; • hold a recruitment drive after School (at pick-up time) on 9.6.16, to ask people to help out with the Summer Fair in particular; • provide a refreshment stall at Sports Day on 18.5.16, and • display the stand (with a PTA presence if possible) at the new parents evening (date to be confirmed). 	JE/HS ALL ALL JE
6.	Summer Fair 1.7.16	
	In detailed discussion on the 1.7.16 Summer Fair it was agreed to:- <ul style="list-style-type: none"> • offer School staff first refusal on manning the stalls (sign-up list to be displayed in the Staff Room accordingly); • hold a non-uniform day as usual on the day of the Summer Fair, in exchange for a donation to the bottle stall (ie rather the monetary donation at other times of the year); • clarify which bottles were winning/losing ones in the 'water into wine' game; • consider running a themed cake competition (eg 'funny faces') for the children to enter – to be judged by SG; • ensure that Year 5/6 helpers were paired with an adult on the day; • replace the filled jam jar stall with a paper bag stall – plain paper bags would be 	JE

	<p>provided to the children in advance to decorate and fill - these would then be returned to School and sold on the day of the Fair;</p> <ul style="list-style-type: none"> • allocate a dedicated person to selling the icecreams; • issue the adult raffle tickets in advance, as for the 2015 Summer Fair. Tickets would be priced at £5 per book of 5, and it was agreed to order 2000; • cost out 1 bouncy castle; • confirm that the School kitchens were happy to help with the hot food; • draw up a wet weather contingency floor plan; • issue the Class Hamper letter as usual from the School (hampers then to be offered as the Children's Raffle prizes); • consider running a competition to design a poster for the Summer Fair, to be judged by the Chair of the School Governors; • review what craft stalls could be offered (via the Baker Ross catalogue), and • consider how best to incentivise the children to collect any rubbish left after the Fair. <p>Other than the Class Hampers and poster competition, all requests for donated items above to be covered through a PTA letter.</p>	HS
7.	Other Fundraising Ideas	
7.1	Cinema Night – CM suggested holding a cinema night after School, screening an appropriate DVD (free) and charging for refreshments. It was agreed that CM and DM would speak to the former PTA Chair Claire Boden to see how the Friends of Westfield movie nights were run.	CM/DM
7.2	Mother's Day – CM suggested asking for 'regifted' Christmas presents, with any such donations then sold for a small fixed cost (eg £2) as Mother's Day gifts. All gifts would be available for the children to buy at School at lunchtime.	
8.	Any Other Business – none	
9.	Date of Next Meeting	
	No formal meeting date was set. It was noted that the AGM was provisionally scheduled for June 2016 (specific date not yet set).	

The meeting closed at 7.35pm