**Longton Primary School Association**

**Minutes**

Attendees: Andrew Baller, Jenny Barker, Julie Brown, Donna Booth, Angela Coulton , Alison Moxham (Chair), Vanessa Farrington, Sarah Grayston, and other members

Apologies: Mrs Scanlan, HelenThompson, Liza Thompson, Imogen Suffel, Julie Sindall, Lisa Fish, Emma Chandler

1. Review of Autumn Term events

Summary of income and expenses from Autumn term events presented.

* Overall profit on term £2304.95
* Winter warmer profit similar to previous years but seeking to improve profitability in 2014.
* Discos most profitable events for relatively little outlay.
* Clothing donations a simple money maker.
* Xmas gifts very much appreciated by children, note more Kids presents needed as tend to be purchased for Dads by kids.
* Children may need more time to choose gifts and write labels.
1. Christmas decorations – Giant Baubles to decorate School Hall purchased in sales for future Winter Warmer events.
2. Proposed New events
* Race night
* Family sponsored bike ride – Guild wheel – Saturday, sponsored or pay to enter Summer term end of May/early June date tbc

Dolphin Inn Function room offered

* 2 events proposed – dates April and June tbc
* Possibly Hoe down - Summer term
* Cabaret/music night – Spring term
* Parents’ ball ?

1. 100 % attendance gifts.
* All children with 100% attendance to be entered into draw.
* 2 or 3 prizes of £20 each possibly for Argos plus sweets for all.
1. Valentine shop (sub team)
* 13th and 14th Feb
* Jenny Barker and Julie Sindall to run team and shop for Chocolate, sweets, teddies,
* Items needed to sell at prices up to £1 each
* Linda to send out Parentmail for shop volunteers and Valentines cakes and biscuits
1. Camera for PTFA?
* Camera costs estimate requested via Jenny Barker
* Someone to attend events to take photo
* Take high resolution photos to get photos in LEP
1. Parents evening presence/ New reception parents evening?
* PTFA to be visible at new parents evening
* Have boards showing PTFA events and representatives
* Early June event
1. Easter shop and bingo (Sara Blackhurst)
* 2nd April
* Wooden egg cups with names- Am to source with solder iron
* Parent mail for Easter bonnet and Easter egg donations for bingo (6pm)
* Ticket only
1. Easter bonnet and Egg decorating competition 1st April
* Invite LEP photographer
* Easter Eggs as prizes
* Display Easter bonnets at Bingo
1. Logo printed letterheads
* Ian Singleton to scan and design letterhead
* To be used when sending out requests for prizes etc
1. Recipe book
* Closing date Feb half term
* Booths offer to sell in store
* Advertise in Library, other places tbc?
* Pre-order form
* 60-100 recipes sought
1. Association Newsletter
* 1st to go out soon
* Profit for term, inc individual events
* Advertise for remaining class reps if needed
1. PTA association fees
* £100 to join national PTA Association renewal due
* Hints and tips for fundraising
* Letter writing
* Templates/checklists for running events
* Find password/log on details
1. AOB
* Display board outside side entrance – from £230 – move existing board instead
* Look into cost of PTFA free standing banner for use in Booths/at Parents evenings and other events
* Mrs Moxham applied for VIP grant and Lottery Grant - Mrs Coulton to assist with application
* Poss Launch event for Kitchen near Easter – Worktops and cupboards donated, appeals for assistance from plumber, electrician, joiner and mates, plasterer/tiler and donations of tiles. Poss donation of tables from Northbrook. Vanessa to find tiles. Vinyl flooring required.
* Information about local members grant scheme discussed and agreement for A Moxham to proceed with application. AM to find out about process.
* Association to contribute amount to be confirmed.
* Potential for engagement in Village events which are not organised by and for school eg light switch on, Longton Fete, Xmas market. Approach Western Parishes my neighbourhood forum via S. Ribble website.
* Ask Jaqueline Iddon about Xmas wreaths workshop

Also Potential for other social events eg flower arranging/cake decorating possibly at Dolphin.

* Offer of “light opera” entertainment from Derek Bamber

14) Date of next meetings, both at 7pm:

* Thursday Feb 27th
* Thurs April 24th