**Cockwood School PFA Meeting**

Wednesday 3 July 2013, 3.40pm

**Minutes of the Meeting**

Chaired by: Mellony Kirby

Present: Mellony Kirby, Brigitte Hawkins, Toni Smith, Nicola Rose, Steve & Michelle Lott, Beck Tallamy

1. Apologies: Lorraine Curry, Nicola Rose, Sue Jago, Joy Taylor
2. Approval of Minutes from previous meeting

* Any outstanding matters were to be discussed during this meeting

Mellony Kirby signed the minutes off.

1. Treasurer’s Report

The accounts are looking good with a balance of £3432.80 is available even though there is reserved expenditure.

An estimated figure of £500 has been made for the Auction of Promises. Beck confirmed that at the current time £685 had been pledged. It would be good if this could be price matched by Ismene Crocker’s sister at Lloyds TSB Bank plc but the position needs to be confirmed with her.

The Summer Show raised £450 in 2012 and is being price matched by Barclays.

Funds raised:

50/50 Lottery - £851 raised since 1 September 2012

Abel & Cole - £289 received since the second half of the Autumn Term – NB this is a good earner and it was decided to have a stall to promote this and the 50/50 Lottery at the Summer Fete. Brigitte agreed to run this stall. Also we will ask for leaflets to be included in the new Parents Pack for the September Foundation class. A letter introducing the PFA with pics of the committee could also be sent out.

**Action Point** Beck to ask Abel & Cole for samples for the Fete

A grant of £600 has been paid by the Armourers & Brasiers Gauntlet (secured by Sue Jago) and this has been reserved to use for the trip to @Bristol in the Autumn Term.

Chocoholics sales have raised £70 which includes a donation from Toni Smith.

NB The Logo Factory commission is still unpaid. Brigitte has been chasing this since February but feels she is being fobbed off although a return call was promised this time. As a result of the constant non-payment she has no faith in the sales figures.

It was agreed that if neither the cheque nor call is received a letter will be sent from the committee explaining our disappointment in the company’s actions and that we will not be recommending them as a supplier in future.

Funds spent:

A final amount of £194 has now been spent on books.

1. Auction of Promises

The deadline for bid submission was 3.30pm today.

Emails will be sent to all winning bidders on Friday 5 July 2013 and a further notification will be sent to all parents on Monday 8 July 2013 thanking them for their support.

**Action Point** Mellony will draft a Thank You letter to be sent to all contributors once the final total is confirmed.

1. Mamma Mia Raffle – Thursday 11 July 2013

Prizes in hand include: £50 Boden voucher, 2 bottles of wine, 1 bottle of whisky, chocolates and a joint of beef amongst other items.

Tickets will be sold at £1 per strip, the draw will take place during the show with winning tickets to be announced at the end so prizes may be collected on exit.

Help with setting out prizes and selling tickets has been offered by: Mellony, Toni, Beck, Nicola, Emma Frewin and Jane Fletcher-Peters. We will meet at the Langstone Cliff Hotel at 6.15pm prior to doors opening at 6.30pm.

**Action Point**  Brigitte to organise float to give to Mellony on Wednesday

1. Summer Fete

Date confirmed as Saturday 13 July 2013 11am to 1pm

The poster designed by Chris Ham was approved pending the addition of ‘bring a picnic’. These will be posted in and around Cockwood, Dawlish Warren and Dawlish. A5 leaflets will be delivered to households in Cockwood and Dawlish Warren.

**Action Points** Mellony will print poster and flyers and laminate as necessary in addition to putting up posters and delivering leaflets in Cockwood.

Michelle Lott will deliver leaflets to households in Dawlish Warren and place a poster in Sainsbury’s noticeboard.

Beck to put posters up in Dawlish.

It was agreed to hire the generator for the Bouncy Castle at an additional cost of £25 (£95 in total) rather than run a cable from the village hall.

**Action Point**  Toni to get a stamp for children’s hands to show £1 for unlimited bounces has been paid.

Glitter Tattoos – three cost scales £60 for 1 ½ hours with free tattoos, £80 for 2 hours with free tattoos or £50 for 2 hours (including tent) +tattoos at £1.50 each.

We will be able to use tables from the village hall and will ask to borrow gazebo’s from the school.

As per the poster we will encourage people to bring a picnic and will not organise a barbecue.

**Action Points** Mellony will speak to the company regarding what is entailed i.e. how long each tattoo takes and will decide which package we will opt for afterwards. Also to buy soft drinks including cartons of juice, water and squash plus crisps and napkins as well as to source prizes on eBay instead of offering sweets as prizes.

Beck to speak to Suzie Squires to see whether we can borrow some ‘pump flasks’ to allow the making of hot drinks on the green rather than in the hall and Sue Jago re borrowing the school gazebo’s.

Cake Stall – Mellony has mentioned that we will be making a donation to the church and the congregation will asked to supply cakes this weekend. Toni has also offered to make some.

Tables will be available for hire at a cost of £10 to external parties although to date, there has been little response received.

The agreed list of stalls, prices and helpers is attached.

**Action Points** Brigitte will organise floats for each stall

Beck to confirm whereabouts of games equipment

1. AOB

* Beck suggested that, the committee have a weekly catch up and a full PFA meeting be held once each half term rather than monthly as has been the case. In addition sub-committees could be created to run events. Notes regarding these sub-meetings would be placed on the PFA drive of Google. The committee agreed that this could be trialled next term and meeting frequency reviewed if necessary.

1. The next meeting will take place on Tuesday 17 September 2013, 7.30pm at The Ship Inn
2. Meeting ended at 4.45pm

**2013 Summer Fete Stall Allocation**

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| **STALL** | **ORGANISER** |
| Ball in a Bucket  3 balls for 50p | Sam Rose  (shared float with Hook a Duck) |
| Bouncy Castle  £1 for unlimited bounces | Nick & Beck Tallamy |
| Coconut Shy  1 throw 50p or 3 throws for £1 | Mellony Kirby - tbc |
| Face Painting  Full Face or Arm/Motif £tbc | Jane Hirst |
| Glitter Tattoos  £tbc | Black Swan Bouncy Castles |
| Hilda – Sponge Throw  3 throws for £1 | Jane Fletcher-Peters |
| Hook a Duck  50p a go | Nicola Rose |
| Guess the Sweets  50p a go | Michelle Lott  (shared float with Pick a Lollipop) |
| Lucky Dip  20p a go | Brigitte Hawkins |
| Pick a Lollipop  20p a go | Michelle Lott |
| Sand Cup/Grid  £tbc | Suzie & Jem Squires  (Prize every time 1p, 20p, 50p £1) |
| Splat the Rat  50p a go | Lee White |

**REFRESHMENTS**

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| **STALL** | **ORAGNISER** |
| Cakes | Emma Frewin |
| Tea, Coffee & Soft Drinks | Joy Taylor - tbc |
| Sweets | Karen Hannaford |