**Cockwood School PFA Meeting**

Wednesday 5 June 2013, 7.30pm

**Minutes of the Meeting**

Chaired by: Mellony Kirby

Present: Mellony Kirby, Toni Smith, Sue Jago, Ismene Crocker, Gayner Andrews, Lee White, Suzie & Jem Squires, Beck & Nick Tallamy

1. Apologies: Brigitte Hawkins, Lorraine Curry, Nicola Rose, Adele Jeffs, Joy Taylor, Jane Fletcher-Peters
2. Approval of Minutes from previous meeting
* Money Matching: Letter explaining who the PFA are to be emailed to Ismene via ismene@scimar.co.uk

**Action Points** Beck to draft letter and Ismene to confirm details of the scheme once the letter has been

* Summer Fete: The village green and hall now booked for Saturday 20 July 2013. It was confirmed that this date clashes with the memorial for Helen Nichol. It was agreed that the fete be rescheduled and as an after school event raised pro’s and con’s re set up bringing it forward a week to Saturday 13 July 2013 was the preference. Timings were set as 11am to 2pm, Gayner suggested advertising ‘bring a picnic’ and competitions ie races, hat making etc. Mellony stated that perhaps issuing a programme for events will encourage people to stay for specific event times.

**Action Point** Mellony to check availability of village green. Ismene to speak to the ‘hall’ lady

Mellony Kirby then signed the minutes off.

1. Treasurer’s Report

There is currently an amount of £2,400 available to spend which includes the estimated income from the Summer Fete and Auction of Promises being £300 and £500 respectively.

Funds raised:

We are still awaiting payment from the Logo Factory and proceeds from the Chocolate Sales

1. Auction of Promises

The event will be launched after the half term holiday to allow time for receipt of sealed bids plus ensuring payment is received prior to the end of term.

Auction letter and bid sheets will be issued on Friday 21 June 2013 with bids to be in by Monday 1 July 2013, payment will be required by Friday 12 July 2013. If payment is not received by this date the lot will go to the next highest bidder. A ‘congratulations’ letter will be emailed to winning bidders and will include full details regarding payment. Vouchers/tokens will be issued on receipt of payment.

Sue confirmed that Mrs Curry has offered Head Teacher for a Day as well as a Babysitting Voucher.

Promises in hand:

3 x Football Coaching Sessions, 12 x Cupcakes, Chiropractic Session, Floatation Tank, Round of Golf for 4, Computer Health Check, Cushion Making Lesson, Digi Canvas Art, Lunch for 2, Dip ‘n’ Dine for 4, Personal Training Sessions, Woodwind Taster Session, Design a Pizza, Burlesque Lesson, Meal Cooked in Your Home by a Professional

**Action Point**  Letters to be sent by the committee to organisations requiring SAE’s

1. Pie & Pint Night

It was agreed this would not be a fund raiser but perhaps a small raffle could take place. W/c 24 June was suggested as a potential date. Again, it was suggested that an activity would encourage more dads.

**Action Point** Mellony to look into a whether Amelia’s Pantry could be available as there are two pool tables in situ and, if possible, provide a ticket price.

1. Summer Fete

Date provisionally Saturday 13 July 2013 from 11am to 2pm.

Activities Suggested:

Hook a Duck (equipment at Cofton), Ball in a Bucket(equipment in Village Hall), Hilda, Splat the Rat (equipment in Village Hall), Pick a Lollipop, Coconut Shy using Cuddly Toys? (equipment at Cofton), Lucky Dip, Bouncy Castle, Face Painting, Mobile Nail Art, Glitter Tattoos, Lucky Bottles, Sand Cup/Grid Game.

Cake Stall – Gayner Andrews will organise this – consider donating proceeds to the Cofton Church Organ Fund. The congregation could be asked to supply cakes.

Barbecue - Possibly offer Burgers, Veggi Burgers and Sausages with soft drink refreshments. This needs further discussion at next meeting.

Black Swan Bouncy Castle the cost of a standard castle is £70 – unmanned, therefore parents will need to sign a disclaimer re responsibilities - £1 for unlimited bounces, hand stamp to confirm payment. Nick & Beck Tallamy agreed to run this.

Suzie and Jem Squires agreed to run the Coconut Shy.

It was suggested that two or three stalls could be manned by some of the children. How this is to be allocated needs to be decided.

Tables will be available for hire at a cost of £10 to external parties.

Mini Apprentice is to be postponed due to staff workload.

**Action Points** Beck to speak to Jane Hirst and Anna Brown re Face Painting. Also to contact sellers from the Pamper Night and Mel @ Bookworms

 Toni to contact the Nail Art lady

 Brigitte to organise floats for each stall

**LOTS of helpers are needed! Each volunteer will organise and run their stall. A list of activities will be posted at school so that people can sign up.**

1. AOB

Sue mentioned

* the Mama Mia Production will take place on 11 July 2013 and would the PFA be able to organise a raffle. It was confirmed that this can be done. Mrs Watts sister is being considered to attend to allow the Barclays Match Funding again.

70’s style clothing is required for the production wardrobe please!

* The Leaver’s Book needs sponsoring. It costs approximately £12 per child, and 12 are required totalling approx £144 AGREED
* The Sainsbury ‘Wage’ Scheme. Toni is to sign up for this but there have been problems with the relevant website. Toni will liaise with Sue.
* Cash for Coins: this initiative recycles old coins and foreign notes and coins generating funds for the school. Leaflets are supplied by the organisation which could be distributed to villagers etc and a large bottle could be held in the office.
1. The next meeting will take place on Wednesday 3 July 2013, 3.40pm at the school
2. Meeting ended at 8.50pm