

Minutes of LPSA Meeting

Thursday 16th April 2015

Lingfield Primary School

Attendees: Laura Martin (LM), Seonaid Bentley (SB), Sam Louis (SL), Claire Baker (CB), Sharon McConnell (SM), Helen Aaron (HA), Jessica Janes (JJ), Marisa Reeves (MR), Ruth Hunt (RH), Kelly Bashford (KB), Ruth Hindmarch(RHM)

Apologies: Lisa Roach, Sophie Mills, Claire Rowley, Claire Dawson, Alyson Rogers, Sara Page

1. Review of action points from previous meetings

Professional story teller turned out to be too expensive so Miss Knight stepping in to help with Storytelling event.

2. Treasurers report

KB reported a balance as at 31.03.15 of £27,713.36 but awaiting invoices for recent playground purchases.

3. Story Telling Event Update

EY and KS1 event Wednesday 29th April 5.30-6.30pm. More help needed especially with set up pre 5.30pm. LR to make passes for the children. Approx 10 tickets sold so far. Discussion about whether parents are to stay. It was decided due to the young age of the children parents/ carers MUST stay and this needs to be communicated ASAP. Little Chums to be contacted to drum up numbers/ entice external EY children to visit school. SL has contacted the Library who would like to promote some current schemes. An invite to be sent to Jane (manageress) and Sue for someone to be present at event.

Tea, coffee, biscuits and cakes to be served in the Gym with activity tables set up. Discussion around where actual stories are to be read/ seating area. Concluded that corridor with gazebos and decoration and cushions would be best idea. CONSULATION WITH SARAH MARLOW NEEDED.

4. Quiz Night

Race night canned as projector hire not forthcoming. To be replaced with Quiz Night on Friday 15th May – 7.30pm arrival for 8pm start time. Again CONSULATION NEEDED WITH SARAH RE SET UP, LOGISTICS and CLOSE DOWN.

SB has approached Pete's Fish n Chips van to cater for the event. Suggested price £5 for quiz only/ £10 for quiz and fish n chip supper. Discussion about how to serve everyone. Might be better to pre order

with Lingfield fish n chips and have them deliver en masse at a pre-arranged time? SB to follow up. SB and SM to investigate Quiz Masters: either an external from Cherry House pub, Nick House or one of the McLennons? Quiz to include games as per last year. Several suggestions put forward. SB to apply for “temporary event notice” alcohol license.

Some discussion about using a function on our new page on the school’s website for ticket purchasing via Pay Pal. LM proposed “tickettailor.com” and KB suggested “Pay School” – perhaps there is an add-on we could use. More research needed but may trial Ticket Tailor for Quiz Night with a coordinator needed. Agreed that this form of ticket sale is needed and is preferable.

5. Recipe Book

SB advised that book production costs likely to be around £5 and RRP £8.50. SMcC brought book to view. MR advised previous experience of a recipe book in previous school was a flop. Possibility of producing “own” book ie. not through an external company: maybe be cheaper. Group agreed that book needs to be personalized to have a chance of selling eg. teacher’s recipes and photos, children’s drawings?

JJ suggested a shopping bag done by Year Groups with individual self-portraits on.

No firm decisions made or actions produced.

6. Summer Fair

Saturday 4th July 11am – 2pm suggested timings. Agreed.

SB has contacted Move Revolution who are likely to be involved and trying to organize a Mini Farm. Hand washing issue raised and to be addressed by whomever sets up the animals. Stall allocation discussed and SL advised that allocation should be pre-determined by LPSA and advised to Year groups. Old fashioned “fair” games to take place in the central arena (tug o war – rope borrowed from Scouts c/o Sarah Mankalo, welly wanging, mums/ dad’s races with sign-up sheets and set times) LM suggested a treasure hunt with letters to be hung on each stall and children to collect the letters and work out the anagram for a prize. KB to speak to bouncy castle provider – do we HAVE to use same provider or look for someone who could donate more to LPSA? Green Clothing stall and Candy Floss (HA) to be included.

MR suggested new starters could be invited to the Fair. All agreed lovely idea.

Electric points discussed. SL advised 2 points by amphitheater and 1 at the entrance to the playground. Both need extension leads. Again consultation with Sarah Marlow needed.

A separate resource meeting needed ASAP for Summer Fair organization, stall allocation, to-do list and a check of what equipment we currently have.

7. Rag Bag

Next collection date set to Monday 27th April

8. Green uniform

Surplus stock to be sold off for £1 per item after school ASAP. LR to co-ordinate as her final duty before handover? No-one has come forward to take over as yet.

Action Points

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| CONSULTATION WITH SARAH MARLOW NEEDED re storytelling, quiz night and summer fair | LM |
| Librarians to be formally invited to Storytelling | SB |
| Outside catering to be booked for Quiz Night | SB |
| Quiz Master to be booked for Quiz Night (Cherry House/ Nick) | SM |
| Apply for "temporary event notice" alcohol license. | SB |
| Ticket Tailor set up on website | LM/ KB |
| Meeting set up to start planning Summer Fair | LM/ SB/ SM |