



## Minutes

The Buckton Buddies Committee meeting 5<sup>th</sup> December 2022  
at 7pm at Buckton Fields Primary School.

Apologies should be recorded with secretaries Lucy Gallo or Andrea Drage via email. Please notify the Chair Steph Couzens (in advance of the meeting) if you have any items under AOB.

Thank you.

Item Number	Description	Responsibility
1.	Welcome and members present. <b>Attended: Steph, Steve, Tendi, Suve, Dawn, Ellie, Nathan, Sophie, Salina, Adina, Laura T, Paige</b>	SC
2.	Apologies – <b>Tina, Andrea, Lucy, Jenny, Charlotte, Kim, Laura A</b> • New policy (email only?) <b>It was discussed that the WhatsApp group should not be used for decision making or discussion of ideas. Any points for discussion should be brought to the meetings where members can explore further and/or vote.</b>	SC
3.	Approval of minutes of the last meeting and progress of Action Points <b>Nothing arised</b>	SC & All



<p>4.</p>	<p>Matters arising (not covered elsewhere on the agenda)</p> <ul style="list-style-type: none"> <li>• Newsletter <b>Steph will aim to get this out in the next week or so, HR offered to supply approved pictures</b></li> <li>• PTA paperwork (DBS etc) <b>Reminder to contact Lisa if you haven't already done so – lengthy process</b></li> <li>• Jumble sale <b>Rename to “Indoor Car Boot” – Saturday 21<sup>st</sup> January - £5 per pitch +£2 rail – potential for 40 tables, PTA sell/request donations for refreshments – Steph advertising</b></li> <li>• Christmas Fayre debrief- Huge <b>THANK YOU to everyone who was involved in any way – it was s huge success and brought in just over £2700 (and growing). Santa was a huge success, great feedback from parents and visitors. Grotto was amazing and timing ran really well. Thanks to Andrea who ensured variety of stalls. Use of after school club room very positive. HR extended her thanks to Daniel (grounds keeper/care taker) for his efforts on the night and afterwards in putting the stage back up etc. Concern mentioned re candyfloss machine but was resolved on the night. Next year, place by window/door so less smoky. Complaint discussed. Guide Dogs ONLY policy for future events (Summer Fayre) – no cats. Discussion of whether to charge % per table/vendor or flat rate (£20?) – TBD. Gathering of raffle prizes before the draw on Friday – Steph.</b></li> <li>• what went well, what we can do better next time</li> <li>• Allocation of jobs <b>A printed job list for the day could've worked better in making the set up/night/pack away more organised</b></li> <li>• Subcommittees for future events</li> <li>• Fund matching <b>Need to be a registered charity, Nationwide will match up to £100</b></li> <li>• Charity registration <b>Steph taking proceedings forward.</b></li> <li>• Photography <b>Only school devices can be used to take photos of children – do <u>not</u> use personal devices. You can take pictures of your own child or if permission has been given by another parent for you to photograph their child but for events with the idea of sharing on social</b></li> </ul>	<p>SC &amp; All</p> <p>LA DG</p>
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	<p><b>media/newsletters only use school devices. Recommended to run past HR first.</b></p> <p><b>Photography 2.0 – put out feelers for anyone who might know a photographer who could come in a picture/film events. An idea suggested was to get pictures done of the children prior to school play in dress rehearsal and sell them at the performances. Sports Day photographer suggestions. Family pictures, print there and then.</b></p> <ul style="list-style-type: none"> <li>• Whatsapp <b>See item number 2 – any suggestions/ideas should be emailed to be added to the agenda for next meeting. Remind new PTA members.</b></li> </ul>	
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5.	<p>Financial Report</p> <ul style="list-style-type: none"> <li>• Christmas related events (inc Wreath Making &amp; bookbag raffletickets) - <b>Net Profit £2,742.77</b></li> <li>• Takings for each stall at Christmas Fayre were as follows (not taking cost into account):</li> </ul> <table border="1"> <thead> <tr> <th>Item</th> <th>Takings</th> </tr> </thead> <tbody> <tr> <td>Stall Holders</td> <td>£660</td> </tr> <tr> <td>Craft Room/ Face Painting</td> <td>£258.50</td> </tr> <tr> <td>Cakes</td> <td>£337</td> </tr> <tr> <td>Tombola</td> <td>£358.50</td> </tr> <tr> <td>Raffle</td> <td>£632</td> </tr> <tr> <td>Bar</td> <td>£357</td> </tr> <tr> <td>Entry Donations</td> <td>£95.13</td> </tr> <tr> <td>Candy Floss Pitch Fee</td> <td>£12.50</td> </tr> <tr> <td>Dough Dept Pitch Fee</td> <td>£52.95</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Donation to Miss McVeigh’s charity <b>£100 donation agreed by all members present to go to Miss McVeigh’s charity – Emma’s Aim as a thank you for all of her and her father’s efforts in creating Santa’s grotto.</b></li> </ul>	Item	Takings	Stall Holders	£660	Craft Room/ Face Painting	£258.50	Cakes	£337	Tombola	£358.50	Raffle	£632	Bar	£357	Entry Donations	£95.13	Candy Floss Pitch Fee	£12.50	Dough Dept Pitch Fee	£52.95	<p><b>SB</b></p> <p>LA</p>
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6.	Principal’s Update	HR
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7.	<p>Upcoming events.</p> <ul style="list-style-type: none"> <li>• Saturday 3<sup>rd</sup> December- Wreath Making <b>Went really well, great feedback. Next time an evening might be better with prosecco?</b></li> <li>• 7<sup>th</sup> &amp; 8<sup>th</sup> December- Refreshments for Nativity- volunteers <ul style="list-style-type: none"> <li>○ 7<sup>th</sup> 2PM- Sophie, Salina, Suve +2</li> <li>○ 8<sup>th</sup> 2PM- Andrea, Salina, Suve +2</li> <li>○ 8<sup>th</sup> 6PM- Andrea, Salina, Laura, Steph +1</li> </ul> <b>Confirmed – Laura to buy refreshments, Suve to buy disposable cups</b> </li> <li>• 9<sup>th</sup> Raffle Draw- time? volunteers- HR/ other staff member to help? <b>Film it just in case we need to use at a later date. Not live. So far 500+ tickets sold! Winners to get in contact before 16<sup>th</sup> Dec to collect their prize, will be redrawn if no contact made.</b></li> <li>• Movie night- <b>Last afternoon of term (Fri 16<sup>th</sup>), PTA giving thanks for all the support and hard work put in this term. Refreshments and movie provided.</b></li> <li>• 2023 Events- Family fun night, Coffee Cake &amp; Chat, suggestions? <b>Family fun night, quiz night, coffee, cake &amp; chat all suggested. Bake sale last day of term. Ice poles during the summer. Suggestions box added to reception? Movie Night – Weds 8<sup>th</sup> Feb (sponsored? TBC) School Lottery suggested – Steph looking into it. Saturday 24<sup>th</sup> June – Summer Fayre</b></li> </ul>	SC & All
8.	<p>AOB</p> <ul style="list-style-type: none"> <li>• Christmas night out/ Secret Santa</li> </ul>	SC & All
9.	<p>Date, Location &amp; Time of next meeting</p> <p><b>MONDAY 9<sup>th</sup> JANUARY 7PM</b></p> <p><b>@ Buckton Fields Primary</b></p>	All