



Aston Rowant C+E Primary School
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Headteacher: Mrs Helen France

Reg. Charity No. 1091960

PTA Minutes

Date: 11.05.21

Time: 20:15

Location: Teams Meeting

Attendees:

Caroline Simpson (CS)

Sam Goose (SG)

Helen France (HF)

Clare Taylor (CT)

Elissa Melady (EM)

Amy Jones (AJ)

Ulrika Jones (UJ)

Rachel Blake (RB)

ITEM	ACTION To be taken by (initials)
<p>Meeting called by: CS, EM & SG</p> <p>This is a meeting open to all members of the PTA for the purpose of discussing summer fund raising activities and expenditure.</p> <p>Due to the uncertainty that the Covid-19 pandemic imposes, the PTA team have decided that the summer fete won't go ahead this year. The effort does not guarantee a good financial return. Topics to be discussed are as follows.</p>	
<p>Fund Raising</p> <p>Family FUNdraising Camping</p> <p>*Clare Taylor has secured dates with the Kingston Blount Village Hall/Playing field committee.</p> <ul style="list-style-type: none"> Date – Saturday 17th agreed, back-up date of Friday 23rd July in case of adverse weather. *HF happy for this to take place before school breaks up for summer. Price - £15 per tent (does not include food). Non-campers welcome. Entertainment – goodies for sale, balls allowed etc to be played away from tents. To give parents "time off" we have decided not to run organised activities. Catering – AJ mentioned her husband caters for a camp site. *EM has since spoken with HJ and due to current commitments, it was agreed to secure Tiago's fish van instead and keep in touch in-case anything changes. EM has booked in Tiago's food truck for the 17th July, however they cannot cater for the back-up date of 23rd as have commitments mon-fri. A minimum of 50 customers is needed – so it may be an option to advertise the trucks presence to the local residents to ensure numbers? EM to discuss with CS. Insurance – HF to investigate schools' insurance, CT to find out if Halls insurers will quote to cover between the hours of 11pm and 7am (so we have access to the toilets) *CT has since been told that the Hall's insurer will permit access to the toilets between 11pm and 7am so long as the building is locked up after each visit. Risk assessment – CT to liaise with hall committee to arrange a risk assessment once the "camp site" is set up on the day. Comms - Notes to residents as a courtesy, week commencing the 17th. PTA Newsletter to go out ASAP with all upcoming dates to include a "save the date" for camping. Formal letter, booking form and T&C's to go out no later than 14th June, deadline 2nd July. 	<p>CT (dates booked & confirmed)</p> <p>CT EM</p> <p>EM/ CS HF/ CT</p> <p>CT EM</p>

<p>Art Expo</p> <ul style="list-style-type: none"> Dates – week of the 12th July (Last full week of academic year) to display work *If to be displayed on site, then we would have to stagger the days through the week by year group, to adhere to current Covid safety regulations. Art to be produced starting week 21st June, ready for framing from Friday 2nd July. (CS and RB to frame) Prices – children to price their own work with the guidance of Miss Williams who will be leading the art work (advised price range £8-14). <p>Cake in a Bottle</p> <ul style="list-style-type: none"> 100 bottles to be produced to be sold at the school and other outlets including Lockdown Larder. 1 bottle = 28 cookies Price - £8 per bottle, £10 with engraved spoon “Lets Mix!” Dates – from 21st June (CS and RB to bottle the up) CT to produce labels for bottles and poster to promote before half term. <p>Ice lolly Friday</p> <ul style="list-style-type: none"> HF happy to happen so long and social distancing isn’t compromised, to keep the bubbles have two locations (top and bottom gates). Only selling pre-wrapped goods, mask and gloves to be worn by seller, hand gel to be used by purchaser. CT to speak with VW to see if we can borrow her freezer to store ice lollies etc. Starting first Friday after half term, to run to the end of term (roster to be devised) 	<p>HF/ Miss Williams</p> <p>CS/ RB</p> <p>Miss Williams</p> <p>CS</p> <p>CS/ RB</p> <p>CT</p> <p>CT</p> <p>CS/ EM</p>
<p>Expenditure</p> <ol style="list-style-type: none"> SG – approx. £13,000 in PTA Hoodies to be purchased for “year 6 school leavers”, 7 in total (RB to get names and sizes for CS to order). Wooden benches/picnic tables – HF current ones are on last legs, need replacing and more are need to accommodate children at lunch times. A total of 10-12 required. This is to be prioritised over the canopy as is more urgent. CS to get quotes, ideally to have them before end of year – however there is a shortage of outside furniture. Sports Kit – HF to do an audit of what might be needed. 	<p>RB/ CS</p> <p>CS</p> <p>HF</p>
<p>AOB</p> <ol style="list-style-type: none"> Plant sale – UJ to run a table by the school office (using the bench?), for those wishing to sell unwanted plants - using the PTA post box as an honesty box Virtual Bring and Buy sale – run a week on the PTA Facebook for those wishing to sell unwanted, quality toys, books and games etc. Recycle – out of date red school jumpers to be recycled into bunting for the school. EM to remove jumpers from the 2nd hand boxes and wash, produce a template for parents to follow. PTA Newsletter – to include money raised, money to be spent, advert for “A-Plan Insurance” who offer a £50 incentive and all up and coming dates for the calendar. Chocolate Bouquet Raffle – new parents to be contacted to see if they wish to join in. Additional one time only “Bumper” Bouquet to run alongside current raffle, for end of the year – new comms to go out. 	<p>UJ</p> <p>RB/ EM</p> <p>EM</p> <p>EM/ HF</p> <p>RB</p>
<p>Proposed Date for next meeting - TBC</p>	