

## 1. South Stoke School Parents' Association Meeting Minutes

**Date of Meeting:** Monday 3<sup>rd</sup> Dec 2018, 9.30am 17 Springhill Rd, Goring

**Present:** Eva G (Chair), Fiona D (Co-Chair), Alison Hannigan, Hannah Cook, Eva W, Clare W, Sophia C

**Apologies:** Vanessa R

Agenda Item	Comment	Action
<b>Minutes of the last meeting</b>	<p><u>Banners:</u> SD does not have the banners for Bonfire night. It was agreed that they must be in the PA shed – and to have a good look for them before May Fayre.</p> <p><u>Urns for Bonfire night:</u> A quote was obtained from Oxford Event Hire for hiring an urn next year for the mulled wine. The quote was £150, It was agreed that it would be worth investing in x2 8 litre drink dispensers rather than hiring. The PA can then loan x2 from CW and x1 from HC. This way the mulled wine can be heated in advance and no stoves would be required.</p> <p><u>Thankyou's:</u> FD to write in the village newsletter thanking the villagers for volunteering for bonfire night.</p> <p><u>Online tickets for next year:</u> HC still to ask Naomi B about this.</p> <p><u>Presents for Christmas dinner:</u> Eva W has purchased these.</p>	<p>FD</p> <p>HC</p>
<b>Matters arising</b>	<p><u>Match Funding:</u> SC explained Match Funding is about asking companies to match any fundraising the PA carry out. This can be as little as a cake sale to the bigger events like the May Fayre and Bonfire night. Depending on the company this can be a one off or continual funding. SC is going to draft a letter for parents to take to the companies they work for in order to ask for match funding. It was also suggested that it may be worth writing to companies like Waitrose or Pimm's to see if they would be willing to support any of our events.</p> <p><u>ICT at school:</u> EG explained to the PA that the school only have seven working laptops, which are very slow. Ideally the school need ten. EG has asked her husband to ask his company if they have any reconditioned laptops they could donate to the school. AH and HC to also ask their husband. EG to speak to Miss T about the school's ICT needs.</p> <p><u>Photoshoot:</u> The school has been offered a free family photoshoot from the company Barratt and Coe. It was decided to contact the company to see if they would hold this until next year, so it could be used as a raffle prize for the May Fayre.</p> <p><u>Treasurer:</u> EG suggested giving CK a little more autonomy over the budget, she suggested letting CK pay for a certain number of items, before she needs to contact the PA. This was decided to push this item to the next meeting when CK can attend and talk about the budget in general.</p> <p><u>School Nativity:</u> EW suggested speaking to the parents for five minutes before or after the nativity play this year, in order to explain the following. Classlist, Match funding and giving machine/ amazon smile. EG to ask Miss Rodgers if this would be possible. CW was asking to ask PW if he would be willing to film the nativity play and the PA could sell them to the parents for nominal fee to raise some money for the school.</p> <p><u>Christmas Dinner:</u> HC explained that this is all in hand. The following needs to be addressed:</p> <p>Risk Assessment: HC to speak with Miss Rodgers about a food risk assessment in the hall.</p> <p><u>Children in the Kitchen:</u> Miss Rodgers raised a concern about children going into the kitchen at last year's Christmas dinner. It was agreed that the PA would make sure this did not happen this year.</p> <p><u>Present wrapping:</u> AH, HC and EG arranged to meet at Eva W house on the 13<sup>th</sup> December at 10.00am to wrap all the Christmas presents. HC will buy some sticky labels.</p> <p><u>Turkey:</u> SC will ring Walters and see if they are willing to donate a turkey this year. Enough for x 40 people. Diana H has been asked to cook the turkey, CW to confirm with her about this.</p>	<p>SC</p> <p>EG/AH/ HC</p> <p>EG</p> <p>EG</p> <p>CW</p> <p>HC/AH/EW/ EG</p> <p>SC</p>

	Hall decorating: The village hall has been recently redecorated. We need to be careful with our decorations. Whitetac to be used. CW to bring a Christmas tree from home. AH and FD to put the tables and chairs out the evening of the 18 <sup>th</sup> December at 7.30pm.	AH/FD
<b>Date of next meeting</b>	21 <sup>st</sup> January 2019 – 9.30am 17 Springhill Rd, Goring, RG80BY.	