

## South Stoke School Parents' Association Meeting Minutes

**Date of Meeting:** **Monday 4<sup>th</sup> November 2019**, 9am 17 Springhill Road, Goring

**Present:** Alison Hannigan, Cheryl K, Naomi B, Hannah C

**Apologies:** Caro F, Lou P

Agenda Item	Comment	Action
<b>Bonfire Night</b>	<p>Catering: 144 doughnuts have been ordered.</p> <p>Sausages have been ordered. Ali H to ask for volunteers to pick up sausages. Ali H to pick up BBQ after school. (Post meeting note: Ladi and Sam to pick up sausages on Thursday)</p> <p>Buns have been ordered</p> <p>Mulled wine – Caro F to order and make mulled wine (60 bottles mulled wine from Sainsburys). Caro to make non-alcoholic mulled wine. (10 litres Cranberry Juice)</p> <p>Hannah C has burners (in PA shed) and gas for soup, BBQ and mulled wine if required</p> <p>Set up: People taking money at the gate will need table and money boxes/tills to safely handle the cash. Ali H to look into options.</p> <p>Ali H confirmed that 7 Adventure Scouts would be available to help on the night. PA to make a plan for scouts. Ali H to ask Scouts to bring torches and arrive at 5.30pm.</p> <p>Toilets – Clare Wortley has ordered 2, to be delivered to rec at cost of £120 plus vat on Friday and collected on Monday. Ask Phil where to locate toilets. (Post meeting note: Phil suggested locating toilets in the carpark at the rec)</p> <p>Phil has asked Miss Baines to order a new large gazebo. (Post meeting note: gazebo has been ordered for delivery on Wednesday)</p> <p>Hannah to send list of equipment needed for Bonfire Night from the PA shed to set up team.</p> <p>Check firepit is covered and cordoned off.</p> <p>First Aiders to drop off equipment at the school on Thursday – this needs to be taken up to the rec on Friday.</p> <p>Ali and Naomi to buy sweets at Costco to sell individually for 10p per item. (Post meeting note: sweets purchased and it was agreed to buy bags to include a mixture of sweets to sell for 30p-50p. Naomi B to stuff bags and bring on Friday).</p> <p>Catering prices to stay the same. Suggested prices for: Snaplight - £3. Wands - £4. Torches - £4</p> <p>Keep a tray of doughnuts back for adults at the end of the night.</p> <p>Make sign to stop people adding to fire once it's been built.</p> <p>Need volunteer to take BBQ, clean it and return it to Cholsey Butchers. (Post meeting note: Andrew Bell has offered to do this)</p> <p>Miss T to ask juniors to make eco poster for the glowsticks. Ali H to remind Miss T.</p> <p>Cheryl to find old clothes for the guy for the bonfire. (Post meeting note: Cheryl has donated clothes)</p>	<p>Ali H</p> <p>Caro F</p> <p>Ali H</p> <p>Ali H</p> <p>Hannah C</p> <p>Set up team</p> <p>Naomi B</p> <p>Set up team</p> <p>Andrew B</p> <p>Ali H</p>
<b>Christmas Party</b>	Village Hall booked for the Christmas Party for 19 <sup>th</sup> December. Clare W to book Father Christmas.	
<b>Budget</b>	Agreed to fund Tables Rockstars, Spellings Shed and emotional literacy resources. Cheryl K has confirmed this with Miss Rogers.	

<b>Printer recycling</b>	Ali has contacted printer recycling company. Box to be sent and placed in the playground. Need to highlight this to parents and locals.	Ali H
<b>Date of next meeting</b>	TBC	