



## The Barlow Parent, Adults and Staff Association

Thursday 20<sup>th</sup> April March 2023, 7pm at Barlow Club

### Meeting minutes – 4

#### Attendees:

Naomi Durham  
Charlotte Dobson  
Lucy Moore  
Leanne Cooper

#### Minutes:

Naomi opened the meeting by thanking everyone for their hard work and saying how amazing the amount raised during the Easter Activities was. A fantastic £528.70 was raised in total, broken down by the following:

£48.00 – Easter Bonnet, egg and Easter scene  
£120.60 – Bake Sale  
£360.10 – Raffle

It was agreed that the idea to send the tickets home to families worked really well. Charlotte suggested for future raffles sending raffle slips home and then once they've been sent back / paid for then sending the tickets out separately which was agreed. Talk then changed to the next fundraising idea:

#### **Coronation Celebrations**

This event will take place on Friday 5<sup>th</sup> May with parent / carers welcomed onsite from 2:30. Naomi had designed a poster that will a little re-jigging will be sent out on email via school (**ND**). On the day there will be:

**Welly Wanging**  
**Penalty Shootout**  
**Hit the Target**

} These are to be organised and 'manned' by members of staff

**Mug Tombola** – we need to ask via newsletter for parents to donate a mug that has items inside which will then go on the tombola stall. Tickets with a 5 or 0 are the winners and that number wins the mug it's matched numbers with. Tickets will be 10 for a £1. (**ND & School**)

**Guess how many sweets in the jar** – Charlotte has kindly received a big bag of sweets that we can put in a jar for people to then guess how many are in. It was agreed that if anyone sees a sweet jar whilst out and about then to buy it and let committee know via the what's app chat so that we know it's been sorted (**All committee members on look out!**)

**Tattoo's** – It was decided that it would be easier and cheaper than booking / organising a face painter for us to buy and to do union jack tattoos. We need to check with school if a text can go out saying these will be available on the day and that if anyone is concerned about allergies / reactions

they need to opt out by sending an email to school which they can then have a list those children on the table.

**Bake Sale** - It was suggested in a previous meeting with school that perhaps the school cook could help us with bake sale / food needed on the day. Whilst the previous bake sale went well quite a few of these items were donated by companies so we were worried that there might not be enough cakes donated. LC asked if it was possible to ask school if we were ok to take up the offer of asking the school cook / Mrs Smith if they would be happy to bake some fairy buns if we donate the ingredients and get some coronation cake toppers to go on (**ND to liaise with School**)

**Kings Head Silhouette** - Naomi has been able to get a replica of the design for the Kings head picture banner replicated and printed off onto A5 card and we are going to sell these for £1 each. Initially 100 printed but more can be done if needed

**Name the Coronation Teddy** – Naomi and Maria had been looking at buying a coronation teddy that we can then use as a ‘Guess the Name’. The one they wanted was out of stock so everyone to be on the lookout for one and if they see one please use the PTA What’s App (**All Committee**). It was decided that it would be 50p a square to have a go and that Naomi would fill all the names in on bits of paper prior and then a name would be picked randomly as the teddy’s name and kept secret for the day, with all the names being put onto the Kings Silhouette which Naomi had left over from the banner design (**ND**)

**Activity Packs** – It had previously been decided that we would like to donate little coronation gift / activity packs to all the children and the committee took some time to have a look and decide what items should be bought and put in. It was decided that there would be book marks, free colouring / work sheets etc, Stickers, colour in window decorations, wristbands and some bubbles. The total cost came to around £80 and this amount was agreed by all the committee in attendance (**ND to order through Baker Ross, using discount code**)

The subject then turned to volunteers on the day. ND, CD & LC all confirmed they were available but noted a couple more would be needed as would be nice to maybe take it in ‘shifts’ so that everyone got chance to go round with their kids too. (**Other committee members to confirm if they are able to help out; LC suggested her mum maybe able to help and would ask. ND said she would also ask school if there would be 2 spare members of staff who could commit to helping, esp for the bake stall**)

Items which still needed to be purchased for this event:

Paper Cups  
Glass Jar for sweets  
Coffee / Tea / Juice  
Raffle Tickets  
Coronation Teddy

**All committee members to try and help source and liaise together**

We then looked at other items that had been raised in previous meetings:

Newsletter – school felt this would not be beneficial to have a separate newsletter and to liaise with them and have the items go in the fortnightly newsletter and school would also update the section on the school website also (**ND to liaise with school**). In had also been suggested previously regarding setting up a facebook page. LM said she would look into trying to do this for us and if we are all made admins of the page it’s something we can all help out on rather than it being put onto one or 2 individuals (**LM**)

It was also suggested that it might be a good idea to look at some BPASA merchandise (t shirt / polo shirts) so that we stand out on the day of the events and if anyone wants to approach us etc. (**LM to look into costs**)

The Easyfundraising page had been set up by LC and we will print some promotional posters off which we can laminate and ask school to put up and also have a few on display at the Coronation event).

Committee member photos are still required – Please can everyone take a photo (ideally with a ‘greenery’ background which they send over to Naomi **by Friday 28<sup>th</sup> April at the latest (All committee members)**)

**The meeting concluded and the next meeting was arranged for Thursday 8<sup>th</sup> June at 7pm at Barlow Club.**