



Dorin Park PTA Meeting

Wednesday 22nd May 2019

Minutes

Time and location

7:30pm at The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Present

Karen Nash, Claire McKelvey, Amanda Hartley, Lisa Robertshaw, Lesley Body, Jamie Hartley, Bridget Aldridge, Maxine Nevitt, Amanda East and Clare Roberts

Apologies

Helen Muggleton, Kate Francis and Graham Davies.

1. Review of actions from last meetings

- Boo-hoo collection has been done and is stored within the school premises. They donated 20 boxes of men's, women's, plus size and maternity clothing – [see point 6](#).
- £280 raised from local businesses entering the sponsorship raffle. They all paid £10 and the winner was "Pizza Magic 7" and their advert is on the back of the first batch of flyers.

ACTION – Karen Nash

Purchase a receipt book

- Donuts are being ordered from Crispy Crème, the order will be placed 5 days prior to the event
- Darren will be paid on the day for the use of the Pavilion - £40
- An Everton Tour and a leisure voucher have been secured for the raffle
- There is a grant pending from Liverpool Football Club – up to £3000

- CWAC has been contacted regarding the licence, and we now have a licence for the event
- Costco have agreed to donate a voucher for the PTA to buy provisions for the fair (amount to be determined by the number of other charities that apply for donations that month). They have also put us forward for their grant, which can be up to £1500
- Asda – they are giving us all of their July allocation for charities - £100, which has been used to purchase, toys for prizes, glasses and soft drinks for the fair
- Neil has contacted premier plants – they do not want to have a stall at the summer fair. It was decided at the meeting that a plant stall for the fair will be put on hold for the time being.

Action – Claire and Amanda

Target the small businesses in Hoole for donations, stalls etc. School have previously had good support from them

- Candyfloss machine booked
- Starbucks – booked
- BBQ – still pending
- Collection buckets and boxes are still outstanding
- Trikes are still pending
- Jane Rowlinson's band are unable to attend
- Owen has updated the PTA website
- Wishlists have been started – [see point 7](#)
- Dee 106.3 are booked – playing for a one-hour slot. They will promote our fair in the run up to it.
- The Compare and DJ will be there throughout the day. They will be games and music for the children

ACTION – Clare

Boardmaker symbols for signs around the Pavilion. Amanda Hartley to provide a list for Clare, and Amanda East will laminate them.

- More flyers are being printed and the Dog Show will be advertised on the back of this batch of flyers.
- Dee Banks have been asked to have a stall and have agreed. We will have a stall at their fair the weekend following our fair.

ACTION – Claire

Contact Hinderton to invite them to have a stall

ACTION – Lisa

Follow up other local schools – Westlea and Mill View

- Gazebos – Lesley to borrow two and Karen to lend us three. Two gazebos have been purchased by the PTA
- Roberts Recycling was a great success considering the short turn around period. £31.00 was raised. Another collection will be arranged – see point 5.
- Changing bed and hoist– School's equipment cannot be used due to insurances. Maxine has contacted LIVE and the use of their changing bed will be discussed at their meeting tonight – we have offered them a complementary stall in exchange for the loan of their equipment.

2. Charity Commission Update

The constitution has been updated and the name has been changed.

3. Treasury Update

So far we have raised £1466.00. £280 from sponsorship and £500 from stalls. So far costs have been £600, which includes the purchase of fire extinguishers, gazebos, insurance and high-vis jackets

Karen Nash is working at getting the bank account name changed, the signatories changed over and online banking to be set up.

ACTION – Clare

Take the bank letter to school for two SLT members to sign. Amanda Hartley to collect at school drip off.

4. Convatec Cake Sale

A cake sale has been arranged for 29th May. They have put posters up around the plant.

ACTION – Claire

Send a letter to Amanda East to take to the Audi and Skoda dealership.

5. Roberts Recycling

After the success of the previous collection another collection has been arranged. Letters will go home to parents on Friday 20th September and the collection will be made on Wednesday 2nd October after 10am. Please note: they can only do collections on a Wednesday, and school have requested that collections do not happen before 10am.

ACTION – Maxine

Send letters home to parents on 20th September, detailing the collection date and time.

6. Boohoo update

Twenty boxes of clothes are currently stored at Dorin Park. On Tuesday 25th June PTA members will sort out the boxes in the CRC. Lesley has volunteered to help Claire and Amanda. Any other PTA volunteers would be great.

On Friday 28th June the clothes will all be put out in the CRC for Dorin Park staff, PTA members to have a look through and potentially purchase some items. All clothes will be labelled and a money pot will be available for payments.

ACTION – Karen

To contact other online retailers for clothing donations

7. Dorin Park Teacher Wishlists

Staff wishlists were received, although the PTA were underwhelmed with the response. One request was for Garden Games, which was voted on by all present and the motion was carried to buy some Garden Games for Mr Kophamel.

ACTION – Clare

Re-email all teachers for a more comprehensive Wishlist.

ACTION – Bridget

Complete a wishlist

8. Summer Fair update

All stalls were run through.

9. Summer Fayre update

- a. Health and safety – Amanda Hartley has done a Risk Assessment, bought fire extinguishers
- b. First Aid - high-vis jackets – orange for volunteers and yellow for first aid, de-fib located, supplies purchased
- c. Volunteers/job list – There will be a 50p charge on the pathway, which is entry to the fayre. Stall holders to enter via the field entrance. Hopefully Darren is opening up the field for parking on the day. Set up will start from 8:30am

ACTION – Maxine

Type up a timetable of first aiders as well volunteers on the gate and stalls

10. AOB

No other business was discussed.

11. Date for the next meeting: Wednesday 19th June at 7.30pm

Venue: The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Clare Roberts – Secretary – 23/05/2019

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