



# Dorin Park PTA

## Meeting 24<sup>th</sup> April 2019

### Minutes

#### **Time and location**

9.45am in the CRC, Dorin Park School.

#### **Present**

Amanda Hartley, Claire McKelvey, Lisa Robertshaw, Lesley Body, Helen Muggleton, Maxine Nevitt, Graham Davies and Jamie Hartley.

#### **Apologies**

Alan Collins, Helen Hill, Amanda Glennon, Anna Skiepkko, Bridget Aldridge, Clare Roberts and Karen Nash.

#### **1. Constitution and Committee Update**

The constitution has all been finalised and will be sent over (along with these minutes) to the Charity Commission and to the bank next week to update the association's name from Dorin Park School Supporters Association to Dorin Park School PTA. The change of name and signatories have all been voted upon at the meeting and all committee members agreed.

Helen Hill unfortunately decided to resign from her Treasurer role and the Chair accepted after several conversations with her to confirm she definitely wanted to resign. Nicole Luijnenburg and Josh Coll have also decided to stand down from the committee due to not being able to provide the PTA with their time due to other commitments. We thank Helen, Nicole and Josh for their commitment, time and input and wish them well for the future.

Karen Nash has now been appointed as new Treasurer and the committee took a vote to except her application. Graham Davies has also expressed interest in helping out the PTA from within the school and has signed a GDPR consent form. Welcome Karen and Graham!

## **2. Fundraising Update**

A committee member asked if Easy Fundraising was still being actively used and had concerns about the changing of bank accounts. The Chair assured the member that every aspect has been looked at and the original bank account will be used and has all been officially audited by an independent source and the annual return has been submitted to the Charities Commission.

Throughout the past few months we have had two large raffles: The Easter concert was wonderfully performed by the children and the PTA arranged the raffle and served refreshments (donated by Macro) and raised £363.00 from the raffle, refreshments and cake sale.

Also, a number of weeks later we held an Easter Raffle fundraiser which was a great success especially with two raffles being held together in close proximity.

- The current raffle raised: £165.50 for raffle prizes, £17.70 cake sale and £44.00 from Creme Eggs that were donated from Moston Garage totalling £226.90.

Well done to Maxine Nevitt who sold the left over Creme Eggs that had been donated and bundled to the transport drivers. They were happy to support our association!

Also thank you to Clare's Mascot Mayhem that provided the Easter Bunny Mascot costume and to Jamie Hartley for coming into school a day before end of term to present the children with their eggs. The children and staff really enjoyed their visit!

We've had some amazing raffle prizes donated and the committee has worked hard in resourcing these. Acknowledgements of these have been thanked on Social Media.

**Total funds raised so far is £1466.60 and all proceeds have been banked.**

### 3. Fashion Show

After letters have been generated and written to many businesses/corporations for donations/raffle prizes etc. the Chair, Claire McKelvey, sourced a very generous donation from Boohoo.com of 20 boxes of clothes, shoes and accessories.

Options are currently being explored about collections of these large boxes from the Burnley warehouse (61cmx42cmx52cm). The school bus was explored as a possibility, but Claire McKelvey and Amanda Hartley were refused by the School's insurance as they are not employees.

All committee members brainstormed and discussed several options:

- Mr Partload
- Maxine Nevitt looked into several options of hiring a van and a driver
- **ACTION – HELEN MUGGLETON**  
**Helen agreed to explore a company she knows she believes can get a cheaper quotation.**

Once the clothes are sourced, a fashion show will be held within the school towards the end of the year and all members voted upon this. Other ideas for any leftover clothes were to approach hospital stalls, eBay and colleges.

### 4. Summer Fair

The Summer Fair date and venue has been confirmed as being held on Sunday 7<sup>th</sup> July from 12.30pm till 4.30pm at Upton by Chester Pavilion.

Claire and Amanda have started terms and conditions for stall bookings and started to advertise for stall holders, entertainment, etc. The response has been good and can now finalise bookings that the booking form has been agreed upon for T&C's and bank details applied. All committee members agreed to these!

It was agreed to try and reduce our outlay as much as possible and this was brainstormed. Jamie Hartley suggested approaching lots of businesses and asking for a £10.00 donation and then drawing a business out of the hat and whom ever the winner that will be drawn will

become our sponsor for our 2019 Summer Fair and in return we will advertise their businesses on our advertisements etc. It was agreed that this was a great idea and hopefully more businesses would get involved in.

It was also agreed to charge all adults 50p to attend the fayre and children would be free.

- **ACTION – ALL**

It has been agreed by all committee members to start approaching businesses for sponsorship.

- **ACTION - CLAIRE MCKELVEY**

Produce a sponsorship letter to be sent out to the committee so they can directly contact businesses, purchase receipt book and contact Theraplay, Men in Sheds and Tumble Tots, place order for Doughnuts with Krispy Crème, organise payment with Darren at the Pavilion

- **ACTION – GRAHAM DAVIES**

Contact Lever Brothers to see if a sponsorship donation could be secured and contact sporting team to secure more raffle prizes

- **ACTION - AMANDA HARTLEY**

Contact CWAC Licensing, approach Costco and others for supplies

- **ACTION - NEIL MCKELVEY**

Contact Premier Plants regarding a stall

- **ACTION - HELEN MUGGLETON**

Contact Candy Floss company, BBQ Company, Starbucks and Collection Boxes

- **ACTION - MAXINE NEVITT**

Contact 'Live' regarding trikes, email Jane Rowlinson regarding band times, request Owen to update PTA website with new roles, email school for volunteers for the Summer Fair date, establish first aiders, speak with staff member regarding Morris dancers, chase up Wishlist from Jane Hughes

St John's Ambulance is a large cost but after a risk assessment by Claire McKelvey and Amanda Hartley, first aiders are a must and Maxine Nevitt will ask for staff volunteers with certificates that could be rota'd from stall holders set-up until the end of the event. **Maxine**

Nevitt to action and update asap so we can make a decision regarding St John's Ambulance. Maxine also volunteered to do a stall for raffle and tombola on behalf of Dorin Park.

- **ACTION – CLAIRE MCKELVEY & JAMIE HARTLEY**  
Entertainment – Mascots, compare or DJ, radio station
- **ACTION – LISA ROBERTSHAW**  
Contact Mill View, Dee Banks and The Firs and invite them to have a stall at the Summer Fair
- **ACTION – ALL**  
Volunteers, food stalls and sourcing gazebo's – everyone to action.

## **5. Clothes Recycling Campaign**

Lesley Body brought information to the meeting about a recycling clothes scheme to share with the Committee. It was agreed by the Committee to source 200 bags from Roberts Recycling and send these bags home with all the children and arrange several collections throughout the year for all parents, local community to drop their unwanted clothing at the school where all committee members will rota to stand and organise drop off and collections on allocated days.

- **ACTION – LESLEY BODY**  
Contact Roberts Recycling and organise the bags ready for distribution to pupils

## **6. AOB**

No other business was discussed.

7. **Date for the next meeting:** Wednesday 22<sup>nd</sup> May at 7.30pm  
**Venue:** The Oak Tree Pub, Upton Grange, Chester, CH2 1BL

Amanda Hartley – Vice Chair – 27/04/2019

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