



# **The Whitegate Family PTA**

## **Meeting Minutes**

**Date:** Tuesday 22<sup>nd</sup> April 2025

**Time:** 3.30pm

**Location:** Elder Classroom, Whitegate CE Primary School

### **Agenda:**

Preparation for Curry and Quiz Night

A look ahead at future events

Any Other Business

### **Present:**

Jo Conchie-Power (JCP), Caroline Mackenzie (CM), Caroline Whitney (CaW), Claire Winnington (CIW), Heidi Goricha (HG), Louise Middleton (LM), Becky Johnson (BJ), Michael Heathcote (MH), Helen Byrne (HB)

### **Apologies:**

Ben Ireson (BI), Michael Thomas (MT), Tabitha Heathcote (TH)

### **Preparation for Curry and Quiz Night**

#### **Ticket sales**

Tickets went live to purchase on the last day of term and posters put on both playground gates prior to last pick-up.

Over Easter 25 tickets were sold (11 adults, 12 children and 2 local residents).

It was agreed that it was good that the local residents are engaging with the school for activities. Flyers had been distributed to local residents at the end of the term.

#### **Rules for committee members regarding tickets**

It was agreed that committee members and helpers would not need to purchase tickets to PTA events, and that basic provisions such as food would be provided if this was part of the event e.g curry and rice.

This would only apply to that person and tickets must be purchased for additional family members and children.

Any additional items such as drinks from the bar, items on sale, and competition entry fees would need to be paid for.

### **Last chance to purchase tickets**

It was discussed that ticket sales need to be concluded on the Wednesday 30<sup>th</sup> April – 2 days before the event (Friday 2<sup>nd</sup> May). This will allow us to know exact numbers in order to purchase the correct amount of food on Thursday 1<sup>st</sup> May.

#### **ACTION:**

*CIW to add an end date to the parentmail purchase link*

### **Promotion**

Now that term has re-started it will be worth doing a push for sales.

#### **ACTION:**

*JCP to advertise the event via Classlist and the facebook page*

*HG and CIW to send out a reminder via parentmail*

### **Food**

Ingredients for the food will be bought the day before the event when we know final numbers.

A budget will be established by how many tickets have sold to ensure that the event makes a profit rather than a loss.

On the day Helen (HB) will help Mrs M (CM) to prepare the food.

Food will be served from the catering hatch.

#### **ACTION:**

*CIW to collate final numbers on morning of Thursday 1<sup>st</sup> May.*

*CM and HG to purchase food on Thursday 1<sup>st</sup> May.*

### **Plates and cutlery**

In the past Mr Fowles had provided trays for food to be served in.

If unable to then alternative options would be found.

There would also need to be plates / containers for the extra items such as chutney to be placed in.

#### **ACTION:**

*CM to ask Mr Fowles.*

*JCP to look at alternative options.*

### **Extras**

The curry / rice / hot dogs / chips will be included in the ticket price.

Extras will be available to purchase – naan bread, poppadoms, chutneys.

There will also be snacks available from the bar.

#### **ACTION:**

*JCP to research stock and prices to work out sale prices.*

*CM and HG to buy stock on Thursday 1<sup>st</sup> with the other food items.*

### **Bar**

It was decided that the most suitable option would be a sale or return deal on the products so that numbers can be managed better and no surplus is left over.

Card payments for bar purchases will be the preferred payment method. Zettle is the current system used for card purchases and can be downloaded to phones to accept payment into the account.

Caroline W (CaW) offered to run the bar on the night. Others will help as needed.  
Bar will be set up in the table store on the day.  
Glasses are in the storage container. These will be re-washed on the day to freshen them up.

**ACTION:**

*CaW to download Zettle to phone.  
CM / HG / CIW to confirm set-up details prior to event.  
CM / HG / CIW to arrange a float for any cash purchases.  
CM to enquire about sale or return stock and prices.*

**Temporary Event Notice**

This was applied for and paid for at the end of last term by CIW. Cost £21.

**ACTION:**

*CIW to save confirmation email and receipt in a shared PTA folder.  
JCP to set up a shared folder.*

**Setting up on the day**

The tables used by the children at lunch to be removed from the hall during school time.  
These will be put outside if the weather is suitable, or inside if rain is forecast.  
The hall is available from 3.15pm, but it was suggested that 4.30pm would be a reasonable time to start setting up.  
Grown ups are to move and put up the large tables.  
Additional tables could possibly be borrowed from the mews.  
Mr Heathcote will set up the sound system.  
All set up to be finished by 6pm ready for 6.30pm start.

**ACTION:**

*Once final numbers are known, CM will contact Paul about borrowing additional tables if needed.*

**Quiz and games**

It was decided that there would be 4 main question rounds between 7pm and 8pm.  
There will also be paper rounds on tables for people to start on when they arrive and are having curry.  
There will be a half-time break after round 2 to allow people to buy drinks, etc.  
There will be a prize for the best team name. Winner to be chosen by Mrs Mackenzie.  
There will be prizes for the quiz winners and also prizes to be won during the post quiz games.

**ACTION:**

*MH to create the quiz and the paper rounds. These will be printed in school.  
JCP to arrange the post-quiz games from 8pm.  
JCP to source prizes from local businesses.  
CM and HG to get prizes from storage container.  
JCP to draft run sheet for the evening.*

## **Raffle**

There will be a raffle run on the night with prizes to be won.

It was discussed whether to have any extra stalls on the night such as a 'wine or water' competition stall, but it was decided that there would be enough going on already and that a raffle would be enough.

Raffle ticket purchases would likely be in cash.

Tickets to be sold when people arrive and at the half-time quiz break.

### **ACTION:**

*CM / HG / CIW to check if there are enough raffle tickets left or if more need to be purchased.*

*CM / HG / CIW to arrange a float for any cash purchases.*

## **A look ahead at future events**

### **Whitegate Fest**

A date is proposed for the Maypole and Summer Fair for Friday 13<sup>th</sup> June.

The Maypole would likely start at 1.30pm and then the Summer Fair on the field straight afterwards from around 3pm.

It was suggested that this could be adapted slightly to create more of a "festival" feel, with the idea of potentially expanding it next year into a camping event.

Calling the day 'Whitegate Fest' was agreed.

The usual summer fair stalls would be included, along with family-festival style features such as music being played and activity tents.

It was agreed that a BBQ would be a good thing to have, so volunteers will need to be sought to do that. Helen B offered to help cook.

Disco Dave to be approached about doing music at the event.

It was also discussed whether other up and coming artists would be interested in performing.

Soak the Teachers was a big hit last year, but needs to be managed to ensure that children don't run under the barriers to grab sponges. It was suggested that plastic fencing could be used.

Flyers will go out to local residents again like the ones for the Curry and Quiz Night.

### **ACTION:**

*JCP to finish making the flyers and get them printed after being signed off by the committee.*

*These should be ready to go on tables at the Curry and Quiz Night.*

### **Bonfire Night**

It was suggested that a bonfire and fireworks could be held in November on the school field.

Concerns were raised about how long the ground would take to recover from fire damage.

Logistics and location would need to be looked at in more detail.

To be discussed at next meeting.

### **ACTION:**

*JCP to look into this and contact Cuddington school PTA chair.*

### **Disco**

It was agreed that another disco should be planned.  
This disco would take place before the summer holidays.  
Date to be decided.

#### ***ACTION:***

*To be discussed at next meeting.*

### **Non-Uniform Days**

The possibility of having more non-uniform days to raise funds was suggested, but it was noted that the behaviour of the children is noticeably more negative on these days to the point of disrupting learning.

### **Walkathon**

The walkathon had raised a lot of funds from sponsorship and it was discussed whether something similar should be done this year, perhaps in May as it is National Walking Month. It was agreed that there wasn't enough time to plan this and that it is something to look at for next year.

### **Meeting before summer holidays to plan start of new school year events**

It was agreed that there should be a planning meeting before school breaks up for summer to put plans in place for the new school year beginning.

#### ***ACTION:***

*To be discussed at next meeting.*

*All members to have a think about events and dates for discussion.*

### **Any Other Business**

N/A

**Date for next meeting:** Monday 12<sup>th</sup> May 2025

**Time:** 3.30pm

**Location:** Elder Classroom, Whitegate CE Primary School

**Agenda:** Full Meeting. Agenda to be distributed ahead of the meeting. If you have anything to add to the agenda please email Mrs Heathcote.