



COED GLAS PRIMARY SCHOOL

PTA MINUTES

Tuesday 13th February 8.00pm-9.30pm

1. Welcome and Apologies

1.1 Present: Eileen Wong (chairwoman) (EW); Cerys Lockett (CL); Lara-Susan James (LJ) and Ruth Allen (RA)

1.2 Apologies: Melanie Dixon (MD); Nicola Jones (NJ); Helen Simpson (HS); Katie Yates (KY); Verity Turner (VT)

2. Outdoor Water Fountains

2.1 EW advised that Mr Hart has confirmed the cost of outdoor water fountains. School needs £3260 to install 5 water fountains (2 in junior playground, 1 in Yr2 yard and 2 in Infant playground).

2.2 PTA originally budgeted £3000 for water fountains. Decision made by members present to authorise additional £260 required by the school.

Action Point - School is already in possession of £2000. RA to transfer £1260 from PTA account to School Funds.

2.3 Mr Hart also suggested that a competition for children to design a mural for water fountain splashbacks. Members agreed that the competition should be run and judged by the school and PTA would fund the production and installation of the splashbacks.

Action Point - LSJ to email Mr Hart to get quotes from Colorfoto for Splashbacks.

Action Point - EW to advise Mr Hart that school should run competition.

Action Point – if you are able to or know someone who can produce and/install splashbacks then please text 07917303380 or email pta@coedglasprimary.co.uk

3. Coed Glas Minibus

3.1 The vinyl signage remains to be done. Once this is complete there will be an unveiling event.

Action Point - CL to advise LSJ with her recommendations of who to get a quote from.

Action Point - LSJ to email KH re above and Colorfoto quote for this work.

Action Point – if you are able to or know someone who can put signage on our minibus then please text 07917303380 or email pta@coedglasprimary.co.uk

4. Easter Events (Week Commencing 26 March 2018)

4.1 Easter Raffle – Wednesday 28 March 2018 @ 3.45pm

Action Point – LSJ will make arrangements to deliver raffle tickets to classes to be sent home with children from 19 March 2018

- 4.1.1 We need to source as many Easter Eggs as possible to maximise the number of chances for each ticket holder to win. Last year we sourced over 100 chocolate eggs.

Action Point – EW will lead on sourcing Easter Eggs

Action Point – if you are able to source Easter Eggs then please text 07917303380 or email pta@coedglasprimary.co.uk

- 4.1.2 We are aware that children may have allergies or prefer a non-chocolate prize and we will do our best to source dairy free alternatives or a craft prize.

- 4.1.3 If you would like a non-chocolate prize then please indicate this on the back of your raffle ticket stubs.

Action Point – CL will lead on sourcing alternative prizes

Action Point – if you are able to donate prizes then please text 07917303380 or email pta@coedglasprimary.co.uk

4.2. Foundation Phase Easter Hunt/Activities

- 4.2.1 Each year the school organises their own activities and PTA provides prizes.

Action Point – EW to liaise with Ms Shapley when the Easter Activities will be and how many prizes are required

5. Gazebos/Marquees

- 5.1 Mr Hart has asked if these can be sourced to provide additional shelter for the summer months and for use during Sports Day.

- 5.2 These will also be used for PTA fairs.

Action Point – LSJ to put Request on social media to ask if anyone has any gazebos or have any contacts or recommendations of where we can get quotes.

Action Point – if you are able to donate gazebos then please text 07917303380 or email pta@coedglasprimary.co.uk

6. Welsh Afternoon Tea – Friday 2 March 3.45pm-5.00pm

6.1 Venue & Decoration

6.1.1 CGPTA has booked out the hall all day. Sandwiches will be consumed in classrooms and there will be no assemblies.

6.1.2 Welsh flag bunting purchased. Ed Wyatt (parent) has kindly volunteered to hang these in the main hall on Tuesday 27 February from 9am

Action Point – Another volunteer needed to help hang bunting from 9am on 27 Feb..

6.1.3 There will be 22 tables with 6 place settings per table to set up.

Action Point – EW to remind Stan Andrews (caretaker) that hall, table and chairs will be in use.

6.1.4 Fridge space required.

Action Point – CL to reserve fridge space in Foundation Phase kitchen

6.1.5 Music - Members decided against choir providing entertainment due to lack of space and unfair on children whose family members are not attending the event.

Action Point – CL to arrange a playlist of Welsh hymns/songs

6.1.6 CL suggested hall set up to include a “dirty table” / holding bay as to better organize the clean up so that the kitchen isn’t inundated.

6.2 Crockery

6.2.1 Vintage China crockery have been ordered from All Saints Church, Rhiwbina.

6.2.2 Minimum of 22 cake stands needed – 1 per table for cakes, Bara Brith and treats. Selah Café & Tea Rooms, Llanishen is kindly loaning us 5 cake stands. Others provided by EW, CL, LSJ and MD.

6.2.3 Teapots required to reduce health & safety issues of serving numerous cups of hot drinks by staff.

6.3 Menu

6.3.1 Scones – NJ & HS have volunteered to make 70 scones each.

6.3.2 Welsh Cakes – NJ has volunteered to make 140.

6.3.3 Bara Brith –CL has made 10 loaves. Laura James and Jodie Nicholls (parents) have volunteered to make additional loaves if required.

6.3.4 Choc cupcakes – LSJ, Sian Nippers and Sally Harp have volunteered to make these. EW purchased rice paper Welsh Flag toppers to go on these.

6.3.5 Cakes – Memory Lane Cakes have agreed to donate cakes for the event. These will not be plated up but will be served by staff circulating at tables.

- 6.3.5 Sandwiches – LSJ has requested donation of 10 loaves of bread from Kingsmill. Plain Ham and Plain Cheese sandwiches will be made on the day and served on sharing plates/platters. Jam sandwiches will also be offered to children on the day.

Action Point - Minimum of 2 volunteers required to help make sandwiches from 9am on 2 March.

- 6.3.6 Jugs of squash and pots of tea will be on tables. Coffee will be served by staff.

Action Point – CL to borrow Hot Water Urn from Mrs Kennard (YR4 Teacher)

6.4 Shopping

- 6.4.1 LSJ to purchase non-perishable items

- 6.4.2 CL to place online order for perishable items to be delivered to the school

Action Point – EW to provide shopping list to LSJ & CL

6.5 Tickets & Promotion

- 6.5.1 Tickets are still available

- 6.5.2 Tickets will be allocated and issued from Wednesday 28 Feb

Action Point – EW & LSJ to continue promoting the event until all tickets sell out.

- 6.6 Volunteers – all PTA events are only successful if parents/carers take part either by attending or volunteering. If you can help with any of the following then please text 07917303380 or email pta@coedglasprimary.co.uk.

Action Point – Minimum of 2 volunteers to hang bunting in main hall from 9am on 27 Feb

Action Point – Minimum of 2 volunteers to make sandwiches from 9am on 2 March

Action Point – Minimum of 5 volunteers to set up tables & place settings from 9am 2 March

Action Point – Minimum of 5 volunteers to plate up from 1pm on 2 March

Action Point – Minimum of 5 volunteers to serve from 3.30pm-5.00pm

Action Point – Minimum of 5 volunteers to clear hall & wash crockery from 5pm on 2 March

7. Planning for Summer Fair & BBQ – Friday 6 July 2018 from 3.30pm-5.30pm

7.1 We reviewed the site plan from last year and agreed that the majority of the layout worked. We agreed it was good to have the site plan ready to make people aware of what was going on.

7.2 Food Village – worked well as kept hazards and majority of rubbish in this area.

7.2.1 BBQ

- Members decided to use P&R Hopkins Butchers (Rhiwbina) again as the burgers and sausages were a good quality.
- Decision on quantity and prices to be decided at next meeting.
- Mr Bouse & Mr Chin were a good team and we hope they will be our BBQ chefs again next year.
- Need to ensure we have enough time to pre-cook burgers and sausages this year to avoid queues building up.
- Veggie burgers to be advertised more prominently this year.
- Kingsmill will be approached again to donate rolls for the BBQ.

Action Point – EW to get quotes in principle from P&R Hopkins Butchers.

Action Point – EW to ask Mr Bouse & Mr Chin to be BBQ Chefs again.

Action Point – CL to ask Mr Philpott (parent) to assist with BBQ this year

Action Point – EW to make a note to speak to the school cook about using kitchen to pre-cook burgers & sausages

Action Point – CL to purchase Veggie burgers again and reserve freezer space at school.

Action Point – LSJ to contact Kingsmill to agree in principle to donate rolls.

7.2.2 Hot Dogs

- These were popular and sold out very quickly
- Members decided to increase number of hot dogs to be sold but will confirm quantity and price at next meeting.

7.2.3 Sweet Treats

- Candy Floss was popular and PTA will seek quotes on hire costs.
- Members decided to sell popcorn this year.
- Memory Lane Cakes have agreed in principle to sponsor the cake stall again and will donate a supply of cakes.
- Sweet cones were popular.
- Fruit stall was a good teacher led initiative which we would welcome again this year.
- Prices to be confirmed at next meeting.

Action Point – CL to get quotes for candy floss machine hire

Action Point – EW to ask teachers to lead on fruit stall again

7.2.4 Drinks

- We will use up any overstocks of water/soft drinks from Sports Day to avoid holding stock over summer.
- Hot drinks will be available. CL suggested trying to get Costa Coffee to support the event this year.
- Prices to be confirmed at next meeting.

Action Point – CL to contact Costa Coffee

7.3 Entertainment & Games

7.3.1 Bouncy Castles

- Members would like to secure one small bouncy castle, a medium bouncy castle and a large inflatable slide for this year's fair. Members will seek quotes and bring to next meeting.
- Generators required
- Suppliers must be aware that all inflatables must be ready for use from 10am to allow children to enjoy throughout the day.

Action Point – RA to get quote from C&D Bouncy Castle Hire

Action Point – CL to get quote from A1 Bouncy Castle Hire

Action Point – EW to speak to VT for her contact

7.3.2 DJ/Band

- Obtain quotes to compare at next meeting.

Action Point – LSJ to ask Rhian Palmer

Action Point – EW to ask Disco Dan

7.3.3 Magician

- Members decided to book Magic Stu

Action Point – EW to book Magic Stu

7.3.4 Games

- Keep Splat the Rat, Hook a Duck and Tin Can Alley. We will try and introduce 2 new games to provide more variety this year.
- Sponge the teacher was very successful as Mr Hart was in the stocks.
- Prize Depot arrangement works well and we will continue with this.
- Lucky Dip usually sell out fast as not enough prizes are wrapped. We will purchase large stocks of prizes and start wrapping early this year.

Action Point – CL to create two new games

Action Point – EW to order prizes and seeking help from school to wrap prizes.

7.3.5 Pony Rides

- These were popular but need an extra pony on the day to reduce waiting times.

Action Point – CL to liaise directly with owner and negotiate a deal.

7.3.6 Other Entertainment

- We will invite Sports Xtra to bring their Speed Goal again this year.
- We will invite Go Air to bring their Tumble Track again this year
- We will invite Boulders to bring their Climbing Wall.
- We will bring Emergency Vehicles onto the field so that they are more visible as last year's plan did not create the right impact. In doing this we will not be able to invite the Fire Service and Ambulance Service as they will be on call and will need to leave site quickly which may pose a health & safety risk.

Action Point – EW to book Sports Xtra, Go Air, Boulders and Emergency Services.

7.3.7 Stalls

- Community stalls did not create as much of an impact as hoped so we will scale these down this year. However we would like to invite back the Library Services so that they can promote their Summer Reading Challenge. We will also invite Open Pantry so that families at the school are aware of their services if they are needed. We will also invite the new Hyb so that parents/carers are aware of the services on offer. We will also invite Spice Time Credits so that parents are more aware of the scheme which is becoming widely used in Wales.
- The following PTA stalls will also be present: 2nd Hand Uniform, Handmade crafts, Books, Toys & Bric-A-Brac, Plants and Bargain Corner.
- We welcome parents/carers with businesses who would like a stall at the fair. Cost to be decided at next meeting.

Action Point – EW to establish links with community services and invite them to the fair.

7.3.8 Summer Raffle

- RA suggested that we should send home more than one raffle ticket home to enable family members/friends to purchase. EW to order more raffle tickets. Order will be placed once we secure a reasonable amount of raffle prizes.

Action Point – EW will lead on sourcing raffle prizes

Action Point – if you are able to donate prizes then please text 07917303380 or email pta@coedglasprimary.co.uk

8. AOB & Date of the next meeting

- 8.1 Second Hand Uniform Sale – Friday 16 March 3.30pm – Junior Playground.

Action Point – Please donate any unwanted uniform in good condition by 9 March 2018. You can drop them into the main reception.

- 8.2 The next meeting is being held on Friday 9 March 2018 from 9am -10.30am in Staffroom. Please report to main reception and sign in. If you would like to add an agenda item for the next meeting then please email pta@coedglasprimary.co.uk

(If you would like to help with any of the above then please contact us. You can also earn [Time Credit Vouchers for volunteering](#))

Email us at pta@coedglasprimary.co.uk

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