

Minutes of PTA Meeting
Friday 9th November 2018 at 9.15am

1. Present

Ms C Jones; Miss R Banks; Mrs S Picken; Mrs E Smith; Mrs D Bayley; Mr C Jones;
Mrs V Roberts; Mrs L Ellis; Mrs M Massey; Mrs C Edwards
Miss S Latham & Mrs L Cooke joined the meeting via the electronic link

2. Apologies

Mrs M Thomas, Miss N Jones, Miss L Evans

3. Christmas Pamper & Shopping Evening Update

SP and VR gave an update that 28 stalls are expected at the event. So far 112 tickets have been pre-sold with 'pay on entry' still available on the night.

Roles for the evening had been allocated:

Door - SP, VJ & CJ

Raffle - ES & MM

Blind bags - DB, SC & CE

It was suggested and agreed that the raffle would take place in stages on the night. ES had arranged for discount vouchers for the hotel restaurant for the first 100 people through the door on the night.

SP and VR will create floor plan. VR, MM & ES arranged to transport blind bags during the day on Tuesday.

CE suggested having the cotton eco-bags on sale on the evening. Agreed.

ACTION: DB to arrange 3x£10 refunds for stalls who had paid the initial £20 fee and floats for entrance, raffle, blind bags and eco-bags.

4. Eco-Bags

Letter had gone home with information about how to order the bags for Christmas.

CoJ suggested having these on display for assemblies / concerts. DB arranging to display in foyer.

ACTION: Letter to go on website and send by email.

5. Christmas Fair

Food – Cost discussed; agreed to remain same as previous year. RB raised about use of polystyrene trays; it was agreed to use the stock that was in the cupboard but to look to source a cardboard carrier for any new purchasing.

ACTION: CoJ & LE to arrange purchase of food, condiments, carriers, drinks, etc.

Hot drinks – VR has confirmed that Tesco will donate and will run the stall.

Sweets – **ACTION: SP to arrange with MG.**

Raffle – tickets are due to arrive and will be distributed from school ASAP. Borrás Park Dry Cleaners have sponsored the cost of the tickets.

ACTION: Letter of thanks to be sent with invoice to BP Dry Cleaners; donation letters to be given to Co-op (CaJ), Tesco, Entertainer (VR) and M&S (MM).

Advertising – Posters to go up and advert on website / Facebook page after Pamper Night on Tuesday. **ACTION: SP to look into ordering 3 x large signs for outside similar to Summer Fair.**

Nails & Tattoos – MM organising a group for the day and has ordered additional resources. **ACTION: Letter to go out next week; MM to give invoice to Mr Hill.**

Face Painting – CoJ making contact.

Craft – SL shared information about items created / being created for the fair. **ACTION: Tesco / Co-op to be asked for donation of chocolate oranges.**

Grotto – CoJ and RB will create on the day of the fair. **ACTION: CaJ to confirm with SL if selection boxes could be purchased on sale / return.**

Stalls – List from last year discussed. **ACTION: CE to arrange cover with school staff for all possible.**

Cakes – **ACTION: Letter to go out next week. CE to speak to staff.**

6. 100 Club Draw

There are currently 50 members in the draw. Prize monies of £30, £20 and £12 were agreed for first, second and third prize.

The first of four draws in the academic year was undertaken:

1st No. 44

2nd No. 3

3rd No. 26

ACTION: DB to arrange payment to the winning parties with Mr Hill.

7. Other Business

Timing of meetings - RB shared that a couple of parents had raised the timing of meetings with her. This was discussed in relation to attendance at the Welcome / AGM in September and a previous evening meeting where nearly all present had preferred daytime meetings.

It was felt that the electronic application trialled today which has been set up by LC would be very beneficial to engage as many parents as possible either whilst the meeting was taking place or by enabling parents to catch up at a time convenient to them and then contact the PTA with anything that they could support with.

Continuation with daytime meetings was agreed at present, however more information about the use of the app would be shared on the PTA webpage.

ACTION: CE to contact LC and find further information about how to share this.

Craft circle / fair – SL suggested setting up a craft circle with the purpose of raising funds for the school. VR suggested that this could potentially be something for the Spring Term. SL willing to lead on something like this. CE shared information about other schools who involve the children in something similar. **ACTION: Discuss at next meeting.**

Next meeting – **TBC following the Christmas Fair**