

MINUTES

PTA Meeting

Monday 19 February 2018 | 6pm | Community Room

Attendees:

Jess Comer – Co-Chair

Julie Smith – Deputy Head, School

Jake Shepherd-Fox - Treasurer

Jo Hoss-Webster - Secretary (minutes)

SJ

Sandra

Jana Andrejkova

Leila Amirhamzeh

Apologies: Siobhan Joseph – Co-Chair
Anastasia

	Action by:
Welcome by Jess Comer.	
Agenda	
1. Cake Sales – Nursery and Year 6 cake sales have happened and have been very successful. Nursery raised £168 and Year 6 amount to be confirmed. Mrs Smith confirmed that the proceeds of each cake sale go directly to the individual classes for incidental purchases throughout the year, and not into the PTA fund. Suggestion of putting up posters to announce amount after the sale.	
2. Easter Disco	
Tickets are £3 per child which includes entry into the raffle. There will be an Easter Bonnet competition. No hall decorations are required.	
<u>Infants Disco</u> will be for Reception/Year 1 and 2 and held on Thursday 15 March 2018 from 4.30pm to 5.30pm and run by Siobhan Joseph. Jake S-F will do music and Siobhan will purchase squash and biscuits.	Siobhan
<u>Juniors Disco</u> will be for Years 3-6 and held on Thursday 22 March 2018 from 4.30pm to 5.45pm and run by Jess. Music by Louise and Jake will purchase squash and biscuits.	Jess
During both discos Mrs Smith and Mr Boulton will attend from 4.30pm to end (both have clubs to run on the day so not available until this time).	School
Prizes required to cover both discos (all being purchased by Jake):	
<ul style="list-style-type: none">• Raffle – 2 prizes large easter eggs• Bonnet competition – 7 Easter eggs required• Game prizes – 7 arts/crafts prizes	Jake

<p>(Nursery will hold their own mini party on a date to be advised).</p> <p>3. Easter Egg Hunt will be held on Wednesday 28 March 2018 across the day. Suggested two shifts to cover each class of 9.30am-12 noon and then again from 1pm-3pm. Helpers will hide plastic eggs around and the kids bring it back and swap it for a chocolate egg. Jake has purchased 250 eggs for £25 which is more than enough for our 231 kids. SJ will check the PTA cupboard for lollipops left over from Xmas fair to offer to any dairy-free kids. Mrs Smith will check school records for diary-free numbers.</p> <p>4. Bags 4 School – bags will be delivered to the school on 19 March 2018 and Siobhan will do a call out for helpers. The collection date for the bags is 20 April 2018.</p> <p>5. PTA Newsletter. We aim to start creating and sending out a PTA newsletter once a term starting with the first issue by 29 March 2018. JHW will put together the template and SJ will gather content. First draft needs to be prepped by 16 March 2018.</p> <p>6. Spending of PTA funds. Jess: at the next Core Meeting we would like to vote on spending ideas as we have £5k in the PTA bank account. We need proposals and costings to put forward for voting on to be received before the Easter holidays as the next Core Meeting is being held on 18 April 2018.</p> <p>Mrs Smith will speak to teachers and can all PTA members please have a think and ask other parents. Mrs Spires will put together a wishlist of outdoor learning supplies. We need to consider ideas that benefit all within the school, not one particular year.</p> <p><u>Please let Jess have your ideas by 19 March 2018.</u></p> <p>Jake would like to purchase 2-3 gazebos which would be used for the summer fair (as some of the existing gazebos are falling apart) and outside learning. Agreed. Jake to get costings.</p> <p>7. Summer Fair – 30 June 2018</p> <p>Jake: <u>bouncy castles</u> x 2 have been booked at a reduced price to last year (now £335) and the cash raffle books have been delivered and in the PTA cupboard.</p> <p>Jake has obtained a Fulham Football Club shirt signed by star player, Ryan Sessegnon, for £32 which will include autograph and photo for authenticity. This will be included in a <u>silent auction</u> at the summer fair. Should maybe promote outside the school too? SJ can also donate a prize for the silent action.</p>	<p>School</p> <p>SJ/ School</p> <p>Siobhan</p> <p>JHW/SJ</p> <p>ALL</p> <p>Jake</p> <p>Jake/SJ</p>
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<p><u>External stalls</u> – question of how much we charge external stall holders (Gumdrops & Rainbows sweets, the card lady etc). We currently accept 10% of profits and donation of a gift towards the Summer/Xmas hampers. Agreed to ask for 15% of profits from now on and donation of hamper gift optional. Jake to contact sweet lady.</p>	<p>Jake</p>
<p><u>Book stall</u> – As this is a new stall for this year, we need donations please! Mrs Cox has a collection box outside her classroom for book donations. JHW offered to store some in her garage/loft if needed.</p>	<p>ALL</p>
<p>8. Odd Sock Day (Sandra) – Mrs Smith confirmed there is an Anti-Bullying Awareness week in November which includes an assembly which would be the ideal time to hold this event. Hold for future events.</p>	
<p>9. Mufti days for Summer Fair – two this year: one of 8 June 2018; item to be advised due to storage issues. Bring A Bottle mufti day – 22 June 2018.</p>	<p>School</p>
<p>10. SJ offered some free carpet tiles and a computer for the school use from a project she is working on. SJ to send Mrs Smith the spec on the computer to check first.</p>	<p>SJ/ Mrs Smith</p>
<p>11. Arts Week – Mrs Smith is away on the Marchant Hill school journey and therefore unable to frame all the artwork before the sale from Monday 26 February. Needs volunteers to come in, unwrap the 180 frames (delivery due tomorrow) and put artwork in. Jana offered and Jess will WhatsApp a request for help.</p>	<p>ALL</p>
<p>12. Book signing – Mrs Smith confirmed that the children’s author, Karl Newson, will be in the school on 1 March 2018 signing 50 copies of his latest book (£6.99) as part of World Book Day.</p>	