



PTA Meeting Minutes –20/10/21

Date:	Weds 20 Oct 2021
Venue:	The Blenheim public house
In Attendance:	Hannah Coxon, Anne-Marie Carlin, Louise Druce, Louise Dennis, Elle Vellacott, Georgina Treharne, Leigh-Ann Herman, Sarah Smith, Kim Hull, Claire Trower, Sarah Alridge, Telma Costa, Anita Beale, Harriet Bourne.
Apologies:	Michelle Oliver, Simon Day, Lindsey Farmer, Caroline Mansell.

Item	Subject	Action
1.	Welcome Anne Marie welcomed everyone to our meeting in The Blenheim Pub.	
2.	Apologies Apologies were received by Simon Day, Caroline Mansell, Lindsey Farmer and Michelle Oliver.	
3.	Agree minutes and Actions from Last Meeting <ul style="list-style-type: none"> All actions are in work from last meeting. The main focus of this meeting was to discuss any outstanding matters for the fireworks on 5 November 	
4.	Debrief of recent events <ul style="list-style-type: none"> Stay and Play- Friday 15 October. The event was for the YR and Y1 children and parents. Positive feedback was given. Claire to add up figures when all receipts are submitted. Suggested we try and do the same thing for the Y2/Y3/Y4 if we can find a suitable date later in year. 200 Club – Kim confirmed all in hand and has sold 265 numbers so far. First draw 22.10.21. 	
5.	Events for Autumn Term <u>Fireworks Friday 5 November. Times TBC.</u> Elle gave us a run down on how the event planning is going. Only 41% of the helper roles have been filled so far. It was suggested we send another message out to parents straight after half term on WhatsApp/Facebook. Tickets will go on sale after half term. Mrs Druce expecting a bigger turn out this year compared to 2019. BBQ helpers are proving to be the trickiest slots to fill. Sarah and Telma will arrange butcher order. Price list – someone to help locate previous price list and send to Elle. 2 x new BBQs have been purchased. Risk assessment – Completed by the school.	Elle Vellacott Telma and Sarah A Louise Druce

	<p><u>Doughnut sales</u> Anne-Marie has set up a sale at Halifax bank in Epsom 23.10 and 30.10. Halifax have confirmed to match fund what has been sold.</p> <p><u>Smartie challenge</u> Tubes of smarties have been sent out to all pupils to collect and fill with money. Return after half term.</p> <p><u>Christmas cards</u> Hannah confirmed all in hand. Children have completed their designs.</p> <p><u>Christmas tree sales</u> James Petit has confirmed to run this event again and will work with school to send out a letter to parents. Sarah and Telma to purchase the trees for school.</p> <p><u>Christmas puddings</u> Due to timing it was suggested we get the teachers to do the pudding design this year so we are able to submit this beg November.</p> <p><u>Christmas raffle</u> Still need to find a team of fundraisers. Louise Dennis will add in the newsletter. Sarah Smith said she is happy to handle the technical side of the raffle.</p> <p><u>Winter wonderland</u> Date set for Friday 10 December after school. Will discuss planning at next meeting. Muffti day planned on Friday 3 December for chocolate donations for the tombola at the winter wonderland event.</p> <p><u>Christmas disco</u> All in hand by Shelley and George. Planned for Thursday 2 December.</p> <p><u>Christmas wreath making</u> Booked for Friday 26 November at school. 7-9pm. Rachael Mclean Anderson will run this new event. 50 tickets available for parents. Do we need to have a bar/purchase license? Letter to send out after fireworks.</p>	<p>Anne-Marie</p> <p>Anne-Marie</p> <p>Hannah Coxon</p> <p>James Petit</p> <p>TBC -</p> <p>TBC-</p> <p>Anne-Marie/Sarah</p> <p>Shelley/ George P</p> <p>Rachael Mclean – Anderson</p>
<p>6.</p>	<p>AOB</p> <p><u>High Viz jackets</u> PTA to purchase – for use by the event co-ordinator so volunteers can easily locate the organisers.</p> <p><u>Xmas crackers for school xmas lunch</u> Discuss at next meeting to order</p> <p><u>Xmas Virtual panto</u> Discuss at next meeting.</p>	<p>Anne-Marie</p> <p>Sarah/Telma</p> <p>Mrs Druce</p>

	<p><u>Booker card</u> Anne-marie suggested we get a booker card aswell as Costo.</p> <p><u>Father Christmas letters</u> Mrs Druce explained that the office would appreciate it if some parents can help write the letters this year. Leigh-Anne, Tracey and Elle offered to help.</p> <p><u>Circus 2022</u> Anne-Marie to contact Kyley for her circus contact to check availability for next summer.</p>	<p>Anne-Marie</p> <p>Leigh-Anne, Tracey, Elle</p> <p>Anne-Marie /Kyley Chapman</p>
<p>7.</p>	<p>Date for next meeting</p> <p>Weds 10th Nov – at the Blenheim. Georgina booked.</p>	<p>Georgina Treharne</p>