



PTA Meeting Minutes –10/11/21

Date:	Weds 10 th November 2021
Venue:	The Blenheim public house
In Attendance:	Louise Druce, Georgina Trehame, Karina Pop, Thelma Costa, Anne-Marie Carlin, Sarah Smith, Elle Vellacott, Michelle Oliver, Leigh-Anne Herman, Richelle Grayling, Sarah Aldridge, Tracey Murrell, Claire Trower, Lucie Vesey.
Apologies:	Caroline Mansell, Louise Dennis, Kim Hull

Item	Subject	Action
1.	Welcome Anne Marie welcomed new comers to the meeting	
2.	Apologies Caroline Mansell, Louise Dennis, Kim Hull	
3.	Agree minutes and Actions from Last Meeting Minutes were agreed.	
4.	<p>Debrief of recent events</p> <p>Fireworks</p> <p>All and all a really good event. Very positive feedback in general. A few points were raised to think about for next time:</p> <ul style="list-style-type: none"> • More choice on drink options, hot choc, red wine • More detailed communication on bar closure times, BBQ and bar on each gate, volunteers must buy a ticket – can this be incorporated in the sign up for volunteer slots? A reminder to buy a ticket or an obligation to buy a ticket when volunteering? • More direction on each stall so volunteers know exactly what is expected; how to set up/take down, sumup instructions, get cooking asap • A lead person on each gate to give direction • Could the event carry on a little longer after the display, bar and bbq reopen • Pre-order food ahead of time so we know how much of each item to purchase • Need to make sure sumup machines have a bit of distance as the stalls were clashing a bit • Profit ~ £6K but could be more, final sums yet to be calculated <p>*** WELL DONE ELLE! ***</p>	Elle

	<p><u>Doughnut sales</u> Sold 50 boxes each week. Took £831 in total – Gross. Halifax to match total takings. Anne-Marie to circulate the list of companies eligible for signup contribution matching. A leaflet could be handed out at Parents Teacher evening. Will do this event again. Doughnut sales at end of term – will take pre-orders for boxes plus sale after school. Try to minimize waste.</p>	Anne-Marie
	<p><u>Christmas cards</u> So far £3.5K taken on sales. Had a few requests to re-open sales as people were late in buying. Sales have been opened up for a few more days</p>	Hannah Coxon
5.	Events for Autumn Term	
	<p><u>Smartie challenge</u> Tubes to be handed back in by 22nd Nov Next time we need to communicate to the teachers the process for this as it wasn't clear enough. Louise to ask teachers to check younger ones book bags for returns. Class WhatsApp shout out to parents giving PTA account details if parents don't have cash.</p>	Anne-Marie Carlin
	<p><u>Christmas Tree Sales</u> We've managed to secure a free tree delivery to the school from Ever Green Trees. Sarah and Telma to supervise decoration with a selection of students. Xmas Tree order collection Saturday 4th Dec. Harriet to lead event with school. Shout out on facebook for Evergreen Trees for kind donation</p>	<p>Sarah Aldridge & Telma Costa. Harriet Elle Vellacott</p>
	<p><u>Christmas puddings</u> Teachers designed labels, vote was taken and winner chosen. Should orders be put in bags for kids to take home? A second person needed to help</p>	Louise Dennis
	<p><u>Christmas Raffle</u> Fundraisers/Volunteers for sourcing prizes are still needed. Sarah to lead the online raffle once all prizes are in. Raffle tokens to sell at gates prior to event – need to arrange volunteers.</p>	Sarah Smith /Volunteers
	<p><u>Winter wonderland</u> 10th December 4-7pm. Christmas jumper and muffeday also this day. It was suggested by Mrs Druce that the year 6 students could run a lot of the games, set up their own roster etc. The games involve having a card stamped on one side to participate and the other if you win. We will try to steer clear of one use plastic for prizes. Muffi day in exchange for a chocolate bar on 3rd Dec for tombola. Stalls set up for classes to sell their xmas crafts.</p>	Anne-Marie/Sarah Smith and team
	<p><u>Christmas disco-</u> All in hand by Shelley and George. Thurs 2nd Dec. Details gone out in school newsletter. 4pm start, last year out by 6:15pm</p>	Shelley/ George P
	<p><u>Christmas wreath making</u> Nov 26th at school. 7-9pm. 22 tickets sold so far, need 50 to raise proper funds. Mulled wine (or prosecco)</p>	Rachael Mclean Anderson

	<p>mince pie included in the price. PTA run bar. No teacher presence necessary on the night. Pushing sales on what's app. Hall rather than studio. Will decorate with xmas decorations, lanterns etc</p>	
	<p><u>Father Christmas letters</u> Kids will write a letter to the big red guy and post in the letter box at either gate. Boxes out 1st Dec and back 8th Dec. Those at gates to double check that name of student and class are on the envelope. There will be a template for us to duplicate and populate. One long document for the office to print. Keep it relatively simple.</p>	Leigh-Anne, Tracey and Elle
	<p><u>Xmas crackers</u> Sarah to purchase from same supplier as last year with the addition of staff crackers approx. 800 in total. Try to avoid ones that contain plastic toys, hat is enough</p>	Sarah Alridge, Telma
6.	<p>AOB <u>Planning – event form</u> Mrs Druce /office has set up a PTA event form to fill out for each event for clear planning. We discussed possible events for Spring/Summer during the meeting.</p>	
	<p><u>Barn Dance</u> Elle to call company we have a deposit with to check on availability Keen to go ahead but adult only event. Georgina to check the hanger for off site location. Date TBC</p>	Elle Vellacott Georgina Treharne
	<p><u>Quiz night</u> – date to be set in spring term/volunteer to lead event.</p>	Need volunteer
	<p><u>Sunflowers</u> – date to be set for summer</p>	Louise Dennis
	<p><u>Crazy hair day</u> – date to be set spring. Avoid date being too close to children in need.</p>	
	<p><u>Colour run</u> Discussion around whether it could be an option to bring in some elements of the summer fun day into this event. To discuss further with Louise Dennis on dates and what extras to include during the event. (Music/bar/bbq/picnic/games etc)</p>	Louise Dennis
	<p><u>Cushion Clubs</u> : To discuss at next meeting for Spring term. As children have watched so much TV during lockdown perhaps we can find alternative idea like afterschool playtime?</p>	TBC
	<p><u>Easter Challenge</u>: to discuss at next meeting. Leigh said she is happy to run the Easter raffle.</p>	Leigh-Anne Herman
	<p><u>Circus 2022/23</u> Anne- Marie to ask Kyley about booking for September 2022 or 2023 to give us plenty of time to plan.</p>	Anne-Marie and Kyley Chapman
7.	<p>Date for next meeting Thursday 25th Nov. 8pm at The Blenheim pub. Focus on Winter Wonderland planning.</p>	Georgina Treharne