



PTA Meeting Minutes – 09/01/2020

Date:	Thursday 9 th January 2020
Venue:	Cricketers Pub
In Attendance:	Hannah Coxon, Caroline Mansell, Lindsay Farmer, Louise Druce, Michelle Oliver, Lauren Banyard, Anne-Marie Carlin, Tracey Murrell, Simon Day, Cian Mac Suibhne, Graciele Sainz de le Fuente
Apologies:	Georgina Treharne, Leigh-Ann Jerman, Louise Dennis, Kate Doughty, Richelle Greyling, Rhiannon Marsden, Elsie Vellacott, Shelly Illingworth, Georgina Preston, Laura Downton, Sandra Haworth, Rosie Campbell, James Petit, Ciara Duffy, Sarah Aldridge, Hubert Billet

Item	Subject	Action
1.	Welcome Message: Caroline welcomed everyone and wished them a Happy New Year.	
2.	Apologies Apologies were received from those listed above.	
3.	Minutes from the last meeting Caroline went through the previous minutes and these were approved. Mrs Druce pointed out that risk assessments have been created and updated and will be available for all future events. These will be saved on the PTA Dropbox.	
4.	Thank yous Caroline thanked everyone on the PTA that was involved in events during the Autumn Term stating that her and Hannah would like to acknowledge everyone's hard work. Personal cards were handed out to the main inputters for the Christmas period.	
4.	Financial Update from PTA Treasurer Cian provided an overview of the income and expenses for the events held before Christmas. It was pointed out that all income received through Tucasi is grouped together under "Online Sales" as the output received from Tucasi makes it difficult to allocate the items to the various events.	

5.	<p>Debrief of recent events</p> <p>Christmas Cards Michelle Oliver and Beth Saunt were thanked for doing a phenomenal job with the Christmas Cards.</p> <p>Fireworks Consider having an additional bar on the top field next year to help with splitting the queue and to encourage sales. Potentially use a car, like in previous years. Consider doing multi-buy offers on drinks. Mrs Druce pointed out that the clearing up job sheet worked well and that volunteer slots for clearing up should be reduced in length but have more of them. It was raised that filling the volunteer slots is a struggle (for all events). The following were offered as ideas to consider:</p> <ul style="list-style-type: none"> - Provide parents with a separate PTA calendar of all the events; - Make the new parents aware of all of the events occurring during the year and provide an overview of the various volunteer tasks (at the new parents' meeting); - Enable parents to sign up to volunteer for events at Parents' evenings; - Find out from the PTA Events provider if there is a better way to display the volunteer slots; and - Include an advert for the upcoming events and volunteer requirements on the Parents Evening booking page. <p>Christmas Disco Feedback was received that the music was too loud. Potentially require an additional volunteer to make the reminder phone calls next year.</p> <p>2nd Hand Uniform Appears to be all under control and Leigh-Ann is doing a great job. Include a reminder in the newsletter that unneeded uniform can be handed in to the office. Add a request in the "Green" newsletter for any unwanted Xmas Jumpers to be handed in to the office. Tracey will collect and store.</p> <p>Christmas Market Many compliments have been received about the event. Sandra has a list of suggestions. Hannah pointed out that the Friday morning preparations were efficient, but it was more of a struggle during the afternoon with class availability and volunteers' children. Mrs Druce suggested that children of volunteers attend Sunset free of charge on the Friday next year. It was suggested that:</p> <ul style="list-style-type: none"> - a review is made of the games and prizes for next year; - instructions are sent out ahead of the Christmas market so volunteers know what they are doing beforehand; - games are set up in the classes that they've been allocated to in order to reduce confusion; - traffic flow is considered; 	<p>Ciara Duffy</p> <p>Lindsay Farmer</p> <p>Lindsay Famer Tracey Murrell</p>
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	<p>- games are positioned inside the classrooms in such a way that the queues are contained within the classrooms rather than in the corridors; and - mulled wine is served again.</p> <p><u>Christmas trees</u> This was a success and well managed – thank you James.</p> <p><u>Santa's Grotto</u> This worked really well in the library – thank you to everyone involved. Consider having a separate entrance and exit next year.</p> <p><u>Sticky Toffee Puddings</u> Need to remember to print off the list the day before the Christmas market but other than that a great success so thank you.</p> <p>Cushion Clubs Reception Cushion Club needs to be rescheduled due to Parents' Evening. Year 5 and 6 Cushion Club still to be finalised.</p>	
6.	<p>Events for Spring Term Quiz Night – 7/2/20 Need to apply for the licence. Request the teachers to assist with the bar.</p> <p>Barn Dance – 13/3/20 Elle and Rhiannon are arranging the Barn Dance. Invited to a meeting with the Co-Chairs and Mrs Druce on Friday 17 January to talk through the details.</p> <p>Drama Bar – 25/3/20 and 26/3/20 Need to apply for the licences for both dates. Need volunteers for both. Ask the Y5 and Y6 parents.</p> <p>Music Bar – 31/3/20 and 1/4/20 The date has changed from 31/3/20 and 1/4/20 to 13/2/20. Hannah and Louise have volunteered. Caroline can assist with setup.</p> <p>Easter Challenge – 3/4/20 Shelley and Georgina are arranging this and have done previously.</p> <p>2nd Hand Uniform If parents have any feedback about school uniform, they are encouraged to contact M&S uniform directly so that they are aware of the problem and can resolve it.</p> <p>Cushion Club Beth has the instructions available for all volunteers.</p>	<p>Caroline Mansell</p> <p>Caroline Mansell Michelle Oliver</p>
10.	<p>AOB The PTA is considering ways to go greener. A "Green" edition of the newsletter is going to be sent out towards the end of January providing details of the steps already taken.</p>	

	<p>It was suggested that cordial is only used in place of Fruit Shoots for the smaller events only as it will be tricky to do at the Summer Fun Day, for example.</p> <p>Two mothers have approached the PTA with a few suggestions to help the PTA go greener.</p> <p>An offer has been received from a parent, who is in a band, to host a singing cheese and wine event. It was suggested that this be considered for next year.</p> <p>A reception parent has offered to try and provide a more competitive quote for the lights at the fireworks event next year.</p>	
<p>11.</p>	<p>Date for next meeting 8pm on Thursday 5 March at the Cricketers Pub.</p>	