



PTA Meeting Minutes – 19/04/17

Date:	Wednesday 19 April 2017, 8pm
Venue:	Cricketers
In Attendance:	Louise Dennis, Louise Druce, Rebecca Jennings, Simon Day, Jon Tasch, Hubert Brillet, Shelley Illingworth, Cian Mac Suibhne, Nilakshi Soni, Alta Caroto, Laura Downton, Michelle Oliver, Rosie Campbell, Kyley Chapman, Ciara Duffy
Apologies:	Sally Morgan and Georgina Preston

Item	Subject	Action
1.	<p>Apologies and Welcome</p> <p>Apologies received from Sally Morgan and Georgina Preston Louise Dennis welcomed everyone to the PTA meeting.</p>	
2.	<p>Minutes of Last Meeting</p> <ul style="list-style-type: none"> Louise Dennis ran through the actions from the previous meeting. Louise Dennis advised that the 100 Club would soon be refreshed with notifications going in the next PTA bulletin and Facebook. Rebecca Jennings advised new parents would be informed in the new parents' pack. There was a discussion about the PTA social media channels and potentially linking Facebook posts automatically to Twitter. Louise Dennis advised that Hannah Coxon was kindly organising a Cushion Club event for reception children. Volunteers were now needed for other year groups to keep the events going. 	<p>Louise Dennis</p> <p>Kyley Chapman</p>
3.	<p>Recent events – thanks and de-brief</p> <p><u>Quiz Night</u></p> <ul style="list-style-type: none"> There was a discussion about drinks sales with Alta Caroto advising that some drinks including Spitfire ale had sold out. It was decided that the letter to parents about next year's quiz night will state that drinks must be bought on the premises at the cash bar. Laura Downton suggested that class reps for the school's new intake could help encourage first-timers to attend the event next year. Rosie Campbell highlighted that parents may not have seen each other during the half term before the quiz to organise teams and suggested that the date of next year's event should be circulated well in advance of half term. 	<p>Louise Druce</p> <p>Louise Dennis/Louise Druce to propose PTA dates 2017/18</p>

	<p><u>Easter Challenge</u></p> <ul style="list-style-type: none"> • Louise Dennis thanked Rebecca Jennings for her efforts over the last five years in organising the enjoyable Easter Challenge. Georgina Preston had been given a handover ready for next year's event. Shelley Illingworth will also support this. • It was noted that questions need to be updated and refreshed each year. <p><u>Second Hand School Uniform Event</u></p> <ul style="list-style-type: none"> • Louise Dennis advised that two thirds of stock had been sold raising £150. She urged anyone with uniform they no longer need or are unable to pass on to donate it to the PTA. • It was suggested that a note could be sent out towards the end of the year letting people know that second hand school uniform can be donated to the PTA, with a reminder to remove name labels. • Louise Dennis suggested that second hand uniform could be sold at the summer fun day in July. 	<p>Georgina Preston / Shelley Illingworth</p> <p>Louise Dennis to include in end of term PTA Bulletin Louise Dennis</p>
4.	<p><u>Update on online PTA Events tool</u></p> <ul style="list-style-type: none"> • Ciara Duffy outlined the features of the proposed new PTA Events website. It has many useful functions such as ticket sales, messages/comms, volunteer sign up, an indicator of progress towards fundraising targets and brings everything together in one place. Epsom Primary's PTA has introduced the service and found it very useful. • Jon Tasch asked about payments to the PTA via the site for tickets etc. There was a discussion about making payments using Stripe. • Ciara Duffy proposed a trial run for the site prior to the next meeting which would involve attendees making sample purchases of tickets and drinks with the money to be refunded. • The aim would be to phase in the new site from September, with the PTA fireworks night to be the first main event it's used for. • Ciara Duffy advised there was also an option to charge companies to advertise on the site, potentially bringing in more revenue for the PTA. • Louise Druce highlighted the need for information on the site to tie in with the main school website and there was a discussion about ways the two sites could complement each other. • There was a discussion about how the site differs from Tucasi and how Tucasi would be used for school-related bookings/payments and the new site for everything PTA related. 	<p>Ciara Duffy</p>
5.	<p>Cushion Club</p> <ul style="list-style-type: none"> • Louise Dennis advised that preparations for the event were in train. <p>Peter Pan Outdoor Theatre Production</p> <ul style="list-style-type: none"> • Kyley Chapman outlined the plans for the Peter Pan production. She discussed ticket pricing and said the theatre company had supplied marketing materials. 	<p>Kyley Chapman is leading the event</p>

	<ul style="list-style-type: none"> • It was noted that Darren had kindly volunteered to run the barbecue. • Kyley Chapman said 500 tickets would be available and if after four weeks there were still tickets left they could be offered to the local community, but that it was felt tickets would sell well. • There was a discussion about drinks to be sold on the night including Pimms, prosecco and beer. <p>Stay and Play</p> <ul style="list-style-type: none"> • Louise Dennis thanked Simon Day for volunteering to run Stay and Play with Andrea Garner who will help to manage all the sports and games equipment. • Louise Dennis outlined the format of the event and said the PTA would be running a barbecue and selling drinks and other refreshments. • Alta Caroto suggested approaching external sports clubs or groups to take part in the event. • There was a discussion about what would be purchased to sell at the event. • Louise Dennis said a message would go out for volunteers to help on the day via PTA Bulletin and Facebook. <p>Drama Night</p> <ul style="list-style-type: none"> • Louise Dennis advised that the PTA would be selling drinks to parents attending the drama production in the evenings of 24 and 25 May. • Volunteers needed and Rebecca Jennings, Cian MacSuibhne, Simon Day offered to help. • Rebecca Jennings asked about the location and timings for the bar to make sure it was as convenient as possible for parents watching the show. <p>Sports Day</p> <ul style="list-style-type: none"> • Louise Dennis advised that members of Emmanuel Church, who had previously helped at the Christmas market, had kindly offered to sell refreshments at the event, allowing parents to watch their children in their races and activities. • There was a discussion about what to sell given that children may have sugary drinks during their picnics at lunchtime. Agreed that fruit juices best. • It was noted that jubbies supplied for the children took a long time to freeze and some children needed help taking the tops off. Alta will order in enough time for them to freeze. <p>New Parent Events</p> <ul style="list-style-type: none"> • Louise Dennis advised that wine, beer and soft drinks would be available to parents attending the new parents' night on 5 June. A couple of volunteers were needed to serve them. Laura Downton offered to support. 	<p>Alta Caroto</p> <p>Simon Day/Andrea Garner</p> <p>Louise Dennis/Kyley Chapman</p> <p>Louise Dennis to liaise with volunteers</p> <p>Alta Caroto</p> <p>Alta Caroto</p> <p>Louise Dennis and Laura Downton</p>
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