



PTA Meeting Minutes – 22/02/17

Date:	Wednesday 22 nd February 2017, 8pm
Venue:	Cricketers
In Attendance:	Louise Druce, Shelley Illingworth, Michelle Oliver, Hubert Brillet, Cian Mac Suibhne, Simon Day, Alta Caroto, Laura Downton, Kyley Chapman, Rosie Campbell, Rebecca Jennings, Louise Dennis, Sally Morgan, Jon Tasch
Apologies:	Jules Claridge, Ciara Duffy, Zehra Hicks, Emma Brown

Item	Subject	Action
1.	<p>Apologies and Welcome</p> <p>Apologies received from Jules Claridge, Ciara Duffy, Zehra Hicks, Emma Brown 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 investigations were ongoing regarding an online ticketing system which could be particularly useful for big events such as the firework night. Regarding Christmas cards, the same company will be used as last year and because it is now established the process will start earlier this year. The 100 Club will continue and Emma Brown is looking after it. There was a discussion about when to run a second hand uniform sale. Louise Dennis to liaise with Louise Druce regarding dates. Louise Dennis asked for a volunteer to update the PTA's social media pages. Jo Jones has been doing a great job but is unable to continue for the moment. Kyley Chapman kindly volunteered to take on the job. There was a discussion about what sort of messages would be posted and the timing. 	<p>Ciara Duffy, Louise Dennis</p> <p>Michelle Oliver</p> <p>Emma Brown Louise Dennis</p> <p>Kyley Chapman</p>
3.	<p>Recent events – thanks and de-brief</p> <p><u>Cushion club</u></p> <ul style="list-style-type: none"> Becky Collins kindly ran it this term. The children loved the events and more than 50% of reception children and 60% of year one attended. Louise Dennis said the intention was to have two more events in the summer term and a volunteer/s was needed to run them. Request to be made via facebook 	<p>Kyley Chapman and Louise Dennis</p>

	<ul style="list-style-type: none"> • Not much organisation is needed for Cushion Club - really just buying drinks and popcorn and selecting the films. The children are all organised by the teachers. • The event is as much for the enjoyment of the children as it is for fundraising. <p><u>Music evening bar</u></p> <ul style="list-style-type: none"> • Louise Dennis thanked Simon Day, Cian Mac Suibhne and Rosie Campbell for helping with the event. • Drinks and snacks sold well before the event started and during the interval. • Alta has done a lot of work making more space in the PTA shed which means it is more organised and more stock can be fitted in. Alta has also bought some crates which makes it much easier to take stock in and out. 	
4.	<p>Future events</p> <p><u>Quiz night</u></p> <ul style="list-style-type: none"> • There was a discussion about setting up the evening including the bar. Mrs Lee and Miss Swann are the staff members involved in helping to run the evening. • With the quiz night helping to get fundraising off the ground for the library project, there will be a books theme to the evening. Mrs Lee will briefly introduce the project at the start of the quiz night and will follow up with a board at parents evening which shows the plans. • Louise Druce advised that the working name for the library project is Atlantis. Mrs Lee is looking into whether bids for outside funding for the project are an option. • Rosie Campbell suggested setting a £100 target for fundraising for a specific aspect of the project on quiz night itself and Louise Druce suggested that the thinking tree planned for the new library would fit the bill. • Louise Dennis agreed to draft comms calling for volunteers to help set up the tables and bar. • Michelle Oliver agreed to be on hand on the night if extra help was needed. <p><u>Easter Challenge</u></p> <ul style="list-style-type: none"> • Rebecca Jennings gave a rundown of plans for the event which will be held on the last day before the Easter holidays. • Rebecca advised that Georgina Preston has kindly agreed to organise the event next year. • Rebecca will draft comms notifying parents of the event and asking for volunteers to help. • There was a discussion about the Easter treats to be purchased for the children and acknowledgement of the need to comply strictly with children's dietary requirements such as offering a non-dairy option instead of chocolate. Rebecca Jennings will source this. 	<p>Mrs Lee/Miss Swann</p> <p>Mrs Lee</p> <p>Rosie Campbell</p> <p>Louise Dennis</p> <p>Michelle Oliver</p> <p>Georgina Preston</p> <p>Rebecca Jennings</p> <p>Rebecca Jennings</p>

	<p><u>Peter Pan outdoor theatre production (9/6/17)</u></p> <ul style="list-style-type: none"> • Kyley Chapman advised that the theatre company has been booked for Friday June 9 to start at 6pm. The production of Peter Pan will last roughly two hours with a short interval. It is not yet known if a generator will be needed. • Louise Dennis has secured an ice-cream van. • There will be a PTA BBQ and bar at the event. The timings need to be confirmed and volunteers organised. • Kyley Chapman said comms about the date would be sent out soon so people knew it was happening and could save the date. • As part of the package the theatre company will supply flyers giving details about the production. There was a discussion about selling tickets and ticket pricing including for pre-school children and families. • Louise Dennis will organise the entertainments licence. Two members of staff will help with the event. <p><u>Stay and Play (12/5/17)</u></p> <ul style="list-style-type: none"> • This is one of the events the PTA runs in the summer term and will take place on Friday May 12. An enjoyable family event and straightforward to set up. • Louise Dennis advised that jobs will involve setting up the play equipment, helping to run activities and running the bar and barbecue. Louise to contact previous organisers regarding logistics etc <p><u>Drama evening bar (24 and 25/5/17)</u></p> <ul style="list-style-type: none"> • Louise Dennis advised that the PTA will run a bar on both nights of the drama club's production, May 24 and 25. Volunteers will be required to help. <p><u>Sports day (26/5/17)</u></p> <ul style="list-style-type: none"> • The PTA provides refreshments at sports day which this year is Friday May 26. • Louise Dennis said it would be helpful to ensure that any parents who are volunteering don't miss their children's races. • Louise Druce suggested that a reciprocal arrangement with Ewell Grove Infants may be a possibility and she would look into this. • Further suggestions included approaching the church volunteers who helped at the Christmas Market or others known to the school. <p><u>Summer fun day (8/7/17)</u></p> <ul style="list-style-type: none"> • Louise Dennis advised that potential stallholders are already contacting the PTA about the summer fun day which will be held on Saturday July 8. • There was a discussion about the theme for the summer fun day. Popular theme was Harry Potter/JK Rowling. This year marks 20 years 	<p>Kyley Chapman</p> <p>Louise Dennis</p> <p>Louise Dennis</p> <p>Louise Druce</p> <p>Louise Dennis</p>
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	<p>since the first Harry Potter book was published. Initial ideas for the day were discussed such as a tent for children to make their own mocktails (spells) and for a birds of prey display.</p> <ul style="list-style-type: none"> • There was a discussion about whether there would be copyright or trademark issues with the Harry Potter/JK Rowling theme but it was felt it would be possible to proceed without encountering any problems. • Louise Dennis to investigate possibility of this as a theme for the event. 	Louise Dennis
5.	<p>AOB</p> <ul style="list-style-type: none"> • Louise Dennis advised that the next PTA bulletin to parents would include a call for volunteers to help organise Cushion Club events for the summer term. • The provisional date for this year's Christmas market is Sunday December 3. • Louise Dennis and Alta highlighted the importance of planning and communications for purchasing in advance of the event to ensure everything required is bought in time. • Louise Druce advised that the popular mud kitchen for reception children needs some more equipment. The group agreed it would be happy to support that request especially given the popularity of the petrol pump play equipment that the PTA previously helped with. 	<p>Louise Dennis</p> <p>Louise Druce</p>
6.	Date of Next Meeting –Wednesday April 19, 8pm at the Cricketers	