



PTA Meeting Minutes – 09/11/16

Date:	Wednesday 9 th November 2016, 8pm
Venue:	Cricketers
In Attendance:	Louise Druce, Michelle Oliver, Simon Day, Carla Pon, Alta Caroto, Laura Downton, Ciara Duffy, Shelley Illingworth, Zehra Hicks, Kyley Chapman, Jules Claridge, Kate Foster, Goergina Preston, Sarah-Jane Briant, Rebecca Jennings, Louise Dennis
Apologies:	Jo Jones, Jon Tasch

Item	Subject	Action
1.	Apologies and Welcome Apologies received from Jon Tasch, Jo Jones Louise welcomed everyone to the PTA meeting	
2.	Minutes of Last Meeting There was a quick run through the actions from the previous meeting. Louise Dennis advised we would discuss in details those relating to points of the agenda in the relevant order. Louise Druce updated the attendees on the fundraising plans. Lego is being assembled for the children imminently. Louise has also contacted Atkins regarding a STEM day for the children. Library project ongoing – estimated 12-18 months to completion.	
3.	Fireworks de-brief <ul style="list-style-type: none"> Louise Dennis and Louise Druce thanked all the volunteers who supported the event, and Rebecca Jennings for leading the organisation. Nearly 4k was raised and there were well over 1000 people who attended. Rebecca advised that the PTA running the BBQ, increased ticket sales and separating the glow stalls made the event more profitable and easier to run. Next year need to think about managing numbers. Louise Druce suggested contacting Ravenscote School who have very large numbers to understand how they organise the event. Mulled wine sold very well – may require more next year and more volunteers to sell – some problems with the lids this year. Also suggestion to sell coffee. There was a discussion about using an online ticketing system. Eventbrite used by Wallace Fields charges booking fee to parents. Louise Druce said the office had volunteered to print labels for the 	Ciara Duffy, Kyley Chapman

	<p>envelopes if done manually again so that profit is maximised. Also suggestion for small charge for pre-schoolers over 2. Need to make sure we have enough lights as there was an issue with one of the generators. Could suggest parents use head torches.</p> <ul style="list-style-type: none"> • Rebecca to meet with Ciara and Kyley to discuss planning for 2017. Thanks for Ciara and Kyley for taking up the lead for the event next year. 	<p>Ciara Duffy, Kyley Chapman</p> <p>Rebecca Jennings, Ciara Duffy, Kyley Chapman</p>
4.	<p>Upcoming events</p> <ul style="list-style-type: none"> • Christmas Disco – 30th November <ul style="list-style-type: none"> ○ Louise Druce confirmed all the children will have their water bottles with them for the disco. ○ Shelley Illingworth and Georgina Preston will look at decorations for the disco in the shed and liaise with Alta if new ones need to be bought. Ciara and Rosie may be able to re-use for the grotto too. ○ Tickets are going on sale on Tucasi this week. ○ Shelley and George will request volunteers. • Christmas Market – 4th December <ul style="list-style-type: none"> ○ Louise Dennis shared the map and volunteer proposal for the Christmas market. ○ Louise Dennis to confirm with Miss Bidwell if choir and singing club will perform, or just the choir. ○ <u>BBQ</u> – Louise Dennis to check with Leigh F and Jon the estimated numbers for BBQ and let Alta know for purchases. Alta suggested keeping the relish warm using one of the chafing dishes. ○ <u>Donations for raffle/silent auction</u>. Simon Day updated current status of local business donations. Great response so far. Still looking for some unique/larger donations for the silent auction. ○ <u>Grotto</u>. Need to locate the gazebo for the grotto. Ciara and Rosie to pop into school to see the room that will be used for the grotto. ○ Louise Dennis to contact Homebase and Chessington Garden centre regarding donations/loan of Christmas decorations for grotto. ○ <u>Christmas Trees</u> – Jules requested support on Saturday 3rd December to unload the Christmas Trees. Louise Dennis said she would add to the volunteer sign up sheet. ○ Louise Dennis advised Jo Jones will be writing another PTA bulletin this term to update on all the events planned. ○ <u>Volunteers</u>. Louise Dennis updated that we will be trialing a new volunteer sign up sheet for the Christmas Market. There are a few pre-event jobs also to do. 	<p>Shelley Illingworth, Georgina Preston</p> <p>Louise Dennis</p> <p>Louise Dennis</p> <p>Ciara Duffy, Rosie Campbell</p> <p>Louise Dennis</p> <p>Louise Dennis</p> <p>TBC</p> <p>Louise Dennis</p>
5.	<p>Event plan for Spring/Summer 2017 & questionnaire</p> <ul style="list-style-type: none"> • Following the last event members of the PTA had done some research regarding events. • Kyley summarized the research. <ul style="list-style-type: none"> ○ <u>Open air cinema</u>. A very good quote to run the event. However there is a limitation on when the event can happen as screening time is usually sunset + 30 minutes so earlier in the 	

	<p>year, or later in the year better. Also can be a license charge for film. Option to have minimum donation to avoid this.</p> <ul style="list-style-type: none"> ○ <u>Open Air theatre</u>. 2 main companies approached regarding having a production at Stamford Green. Potentially a more expensive event but considered still good value by attendees as parents pay a lot for professional theatre trip to London, larger town etc. Great to have a high quality production at the school. • Agreement to progress with PTA survey for proposed events; <ul style="list-style-type: none"> ○ Open air cinema ○ Open air theatre ○ Carwash fundraiser ○ Race night • Suggestion from Louise Druce that we could put on the ipads for parents to complete at Parent's Evening. • Louise Druce advised Louise Wheatley had kindly offered to set up a google survey for the PTA. Louise Dennis to organize with Louise Wheatley. • Louise Dennis suggested discussing 2017 events at January PTA meeting. Georgina Preston has offered to shadow Rebecca Jennings for the Easter competition and lead in 2018. • Louise Dennis will contact Andrea Garner regarding the Spring Term Quiz Night. 	<p>Louise D/ Louise W</p> <p>Louise Dennis</p> <p>Georgina Preston</p> <p>Louise Dennis</p>
6.	<p>AOB</p> <ul style="list-style-type: none"> • Michelle Oliver advised Christmas Cards will soon be out with the proof and order form. Closing date for returns will be 18th November. • Louise Dennis will provide dropbox details to Christmas Disco and Christmas Market team to ensure documents are captured for future teams. • Louise Druce advised more photos are required for PTA events please for the website. • Louise Druce updated the PTA that the defibrillator research indicated it would be best placed in the school for use by children/teachers as required. PTA approved this decision. Invoice to be sent to Jon Tasch for payment, along with one for the scooter rack. 	<p>Louise Dennis</p> <p>Louise Druce</p>
7	Date of Next Meeting –Tuesday 17 th January 2017 at the Cricketers at 8pm	