

Minutes from PTA meeting held on 7th November 2019

Present: Clare Daniel (for part), Susie Withington, Rachael Thomas, Fiona Toms, Caroline Kelf

Apologies: Leanne Watson-Parke, Belinda Walmsley, Leila Dahesh, Jane Gilchrist

| Item / Discussion | ACTION |
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| <p><u>Minutes to Previous Meeting</u></p> <p>All agreed</p> | No action |
| <p><u>Cinema Night</u></p> <p>A big thank you to Leanne Watson-Parke, Gileng Sullivan and all other volunteers from Class 1 and other classes for stepping up and helping out. It was discussed at the meeting that perhaps next year Class 1 should be allocated one of the later events in the school year so that they have time to find their feet and attend some other events first.</p> <p>Quite a few unexpected children (across all classes) attended without reserving their space prior to the event. Payment was taken at the end of the event however for future cinema nights we need to communicate more clearly that spaces need to be reserved prior to it.</p> <p>We took £229 in sales with a profit of £189 (£20 costs of refreshments, £20 to After School Club). SW to check if After School Club are able to supervise as we are paying for their time.</p> <p>Note – we took £54.09 by card machine for this event. For all parents that aren't aware we now have this facility – see below</p> | <p>NOTE</p> <p>Class Reps</p> <p>SW</p> <p>NOTE</p> |
| <p><u>Finances / Payments</u></p> <p>The PTA now have a card machine to take payments and all payments for PTA events will be taken via the PTA team (not through Mrs Clark). We are still taking cash too and there have been discussions regarding a post-box in the playground for payments. SW to discuss with GM & JC. Online payments are still in the process of being set up with STRIPE (we are waiting to see if we can set up an account as we have 2 signatories). Parents will be notified of payment options prior to each event</p> <p>Class Reps who are in charge of events can obtain a float prior to the event from Wendy. You will be required to sign the float out and then sign in on return (with a count of the takings). Protocol to be completed and distributed (SW)</p> | <p>NOTE</p> <p>Class Reps/SW</p> |

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| <p><u>Non Uniform & Cake Sale</u></p> <p>Profit made - £115 for non-uniform and £71.60 for cake sale</p> <p>Class reps to remind parents to bring reusable Tupperware / cake tins for cakes to save on using plastic bags. Reminder to class reps who are running the stall that you can choose to do alternatives to cakes for a healthier option</p> <p>Next non uniform date is Friday 13th December. There will be no sale as this is the same day as the Christmas Fair. SW to find volunteer to collect money on the gate</p> | <p>NOTE</p> <p>Class Reps</p> <p>SW</p> |
| <p><u>Carol Concert</u></p> <p>The PTA are responsible for serving tea, coffee & mince pies at this event.</p> <p>SW to confirm date with CD and to arrange volunteers</p> | <p>NOTE</p> <p>SW</p> |
| <p><u>Cauliflower Cards</u></p> <p>If you haven't completed your order form yet, please do so ASAP. You need to order your cards/gift tags/mugs/wrapping paper etc from cauliflower cards online then return your art work to school by 13th NOVEMBER. SW to send another reminder out</p> | <p>Parents/ SW</p> |
| <p><u>Cook Book</u></p> <p>This year the PTA is creating a cookbook to raise money. The book will include both printed and handwritten recipes that the children have created. The request for these will be part of homework which will be coming out in the next few weeks. Your child can choose to type up their recipe or handwrite and include a drawing / computerised image.</p> <p>Potential printers were discussed and CK mentioned Mailboxes in Wilmslow as they are supporting her with the Homeless Event. SW to make contact. If anyone else can recommend local printers who would support the cause with reduced / free printing please let SW know</p> | <p>Parents/ SW</p> <p>Parents / SW</p> |
| <p><u>AOB</u></p> <p>Resurfacing – SW to discuss with CD and update for this project</p> | <p>SW</p> |
| <p><u>Date of Next Meeting</u></p> <p>14th January – venue and time to be confirmed</p> | |