

Minutes of PTA Meeting held on Tuesday 3rd November 2015, 8pm Horse & Jockey

Attendees: Clare Daniel, Nicola Aslam, Sally Kirkby-Waugh, Katie Davis, Lee Molloy-Sherratt, Sophie Taylor, Claire Carter, Lisa Vose, Natalie Lloyd, Liz Parris, Andy Morrison, Leila Jerman

Apologies: Josie James, Lynsey Baird-Nelson, Sheena Kalayil, Rachael Thomas, Caroline Kelf

Minutes: LV

Minutes of last meeting were agreed.

Claire Carter informed everyone that a Chair of the PTA has been approved and welcomed Leila Jerman.

Class Reps were decided as follows:

Class 1: Rachael Thomas mum to Oliver & Caroline Kelf mum to Daisy

Class 2: Lisa Vose mum to Harry & Lynsey Baird-Nelson mum to Harrison

Class 3: Sophie Taylor mum to Bethany & Alex in Class 1

Class 4: Leila Jerman mum to Sofia & Michael in Class 2

Class 5: Katie Davis mum to Jack & Sally Kirkby-Waugh mum to Estela and Teddy in Class 4.

Official PTA roles still to be assigned.

Tree Planting to be held at 10am on Saturday 7th November

Jonathan Vose to lead. Currently 10-12 volunteers plus children. CD will open up at 9.30am. NA will buy refreshments: tea, coffee, milk, biscuits, squash. Either CD or CC will serve.

JV to send reminder to volunteers about gardening tools and timing.

Christmas Fair to be held at school Friday 4th December 6-8pm

LV raised concerns about timings for parents with younger siblings but it was discussed that previously when the fair ran on a Friday it was busier.

LP asked whether we should invite external stallholders. Body Shop at Home was suggested to paint nails and a jewellery stall.

The stalls will be as follows:

1. Teddy Tombola in Class 1 – Class 1 to organise and man – RT & CK
2. Chocolate Tombola in Class 2 – Bridget Cairns has offered to help. LV & LBN to liaise with her.
3. Father Christmas Grotto in Class 3. It was suggested that Alan Wilson would be asked to be Father Christmas – CC to ask. Mrs Dale and Mrs Bradley to run – CD to ask. Decorations need to be found & decide who will set up.
4. Bottle Tombola – Class 3 to run – location TBC
5. Cake stall – Class 4 to run

6. Decorate a biscuit stall – SKW to bake and her daughter and friends to run the stall. Location TBC
7. Make a cracker stall – template to be sourced/found and sent home in book bags as homework
8. Money Tree - CC to organise. NL to buy envelopes
9. Class 5 to be turned into a games room and Mrs Thomas to ask Class 5 to run.
Suggestions were lucky dip, name a teddy, guess how many sweets in a jar, origami, paint a tile/bauble, Snowball video game that Tariq Aslam would create. KD & LJ to ask companies to donate baubles and/or ceramic tiles. Topps Tiles was suggested as a possibility. Instant Dry Spray would also be beneficial. SKW suggested bringing in Creationary a Lego game to play.
10. Glowsticks and glowrings to be sold at the entrance – CD to run.
Entrance fees will remain £1 for adults and free for children
11. Homemade stall to be renamed gifts stall – possibly ask parents to donate items
12. External stalls – KD to ask Body Shop rep and LP to ask about handmade jewellery
13. Face painting? JJ's Ruth?

No DVD stall this year.

CD to design & print a poster showing the layout of the stalls in the school. This would be positioned by the front door.

CC to design a flyer requesting donations from parents. Donation week was suggested as w/c 23/11, with donations invited every day. Class Reps to collect from their class in the morning and take to CD's office to store.

Catering

NA to get alcohol licence. NA to meet with SKW and Ying to discuss with Rosemary Bradley about previous catering numbers e.g. how much food to cater for, cooking utensils for mulled wine etc, paper plates, napkins etc. Any data available from previous Friday fairs?

AM offered to cook but more volunteers needed. LP offered to help in the kitchen after 6pm.

We are looking to make our own homemade mulled wine. *No one assigned as yet.*

Need to check where the green tablecloths are? JJ may have them.

Food was discussed as offering bratwurst sausages in a roll at £2.50. Kids' size £1.50. Mince pies at 50p.

Catering for 100 was discussed.

Food to be purchased: Beer, wine, tea, coffee, sausages, squash, rolls, vegetarian option, condiments. Mince pies – parents to donate?

CC to check how much wine, beer and mulled wine we have in stock.

Tables/bench quantities need to be confirmed for stalls and available in the hall.

Carols round the tree/Choir

It was suggested that the choir could sing and carols in the hall before the raffle was drawn.

Raffle

CD and WC to draw the raffle. Tickets to be sent home in book bags
LBN has already sourced raffle prizes and LV is also requesting. A letter from the school is now available from CD or Wendy in the office if requested. *Could all parents think of who they could ask to donate?*

Christmas Grotto

NA to buy presents and wrapping paper. The evening of Monday 30th November was suggested to wrap the presents. NA offered to host at her house. *Parents welcome to help wrap.*

Setting up & Clearing Up – Volunteers needed.

Set up can be from 1.15pm in the hall. CD suggested involving the children in setting up. eg tickets for the tombola & prizes. CD suggested that where possible children should not stay behind after the fair has finished as it is much easier to clean and tidy the building with an 'adult only' team.

Christmas Fair Packs

Christmas Cracker & Money Tree homework and raffle tickets to be sent home in book bags with flyer about donations – *Date not confirmed.*

AOB

Cauliflower Christmas cards – NA to organise. NL suggested the children did it in school at the same time.

£104 was raised for the last non-uniform day

£74.87 for the last cake sale

£267 for the last cinema night.

Date of next meeting: 9am Wednesday 13th January 2016

NA thanked everyone for coming.