Minutes of Granton School PTA Committee meeting held on the 18th May 9am in the library.

In attendance; Laura Osborne-Smith (Chair), Selina McClure (Sec), Niki Gillies (Dep. Sec),

Bobby S Patel, Susan Burton, Oshani De Sousa, Karen Richmond.

1. **Apologies**

Rachel Wait, Julie Naldrett,, America Fernandez, Tina Stockham (Dep. Chair)

1. **Minutes of last Meeting**

Minutes were ratified.

1. **Matters arising from Minutes of the Meeting**

* PTA events have been set up for a free trial by SM and link sent to all officers. Committee are to look at this & register and Karen is to look at setting up PayPal ASAP. **Action KR**

**Quiz Night - Thursday March 19th**

The Amount raised has not been confirmed. This needs to be followed up at the next meeting.

**Action AF/KR**

**“Easter Cup Cake and cookie sale” Friday March 27th**

The Amount raised has not been confirmed. (Its somewhere in the region of £200). This needs to be followed up at the next meeting. **Action AF/KR**

* SM proposed “Frozen Fridays” – to sell ice lollies. Laura is still to look at logistics and talk to Mr Terrey for the go-ahead.  **Action LOS**
* LOS is still to look into to look into Kids Company to see if Granton is or can be registered as the school might to be able to get some help with some company corporate days. **Action LOS**

1. **Constitution**

As there was insufficient numbers to form a quorum at the last meeting, it was decided to hold another EGM as soon as possible on a Monday in the morning. Proposed date is Monday 29th June

1. **Upcoming Events**

iii) **May Cake** Sale – move to Friday 8th May.

Fell through – too busy

iv) **Marathon day** – Friday April 24th

No refreshments required

**v) Auction of Promises –** Friday 22nd May

Points raised;

**Promotion**

Laura is to send out text on Monday (today) and on Friday publishing the event.

**Action LOS**

Laura is to canvass staff to drum up interest and persuade people to help on the night. **Action LOS**

LOS and SM are to put up posters (hard copy). **Action LOS/SM**

LOS is to send Mr T the gif for the electronic notice board created by SM. **Action LOS**

Online auction site has been set up & advertised on Granton Starters and SMN by Selina.

Catalogue is ready to go to print. SM to send to Niki for printing. **Action SM/NG**

**Estates**

LOS is to obtain microphone and make shift lectern. **Action LOS**

“Social” Tables are to be used– LOS to ensure we have access to these. **Action LOS**

We can use the PowerPoint & play music via laptop.

**Crèche**

Crèche has fallen through due to Tracy at YPM bereavement.

KR is to be in charge of crèche & set up in studio. Set up from 6pm **Action KR**

Laura is to get TV/DVD & toys for the crèche. **Action LOS**

Sue has volunteered to help with this. Other volunteers may be needed depending on numbers.

KR to take details of parents and stress they cannot leave premises.

Crèche is to take a suggested donation on night. LOS is to obtain a suitable bucket. **Action LOS**

**Bar**

AF needs an extra volunteer for the bar. To be decided on night.

AF to check glasses in shed on Wednesday. **Action AF**

America is after guidance on what to buy. The committee decided on Red & White wine, Beer, soft drinks and nibbles. AF is to overbuy on the drinks as any excess can be used at Grantfest. AF to get products later this week. **Action AF**

**Auction table**

Float needed for the auction table. LOS to ask AF to obtain. LOS has a £50 float for the bar.

**Action AF/LOS**

Auctioneer will direct the winning bidder to the auction table after the end of the first few bids. **Action CMd**

Receipt book required for the table. LOS to obtain.  **Action LOS.**

Non-refundable deposits can be taken

LOS confirmed that cheques will be made payable to the Granton Association.

Money to be tracked so we can announce some sort of total at the end of the night.

**Misc.**

Mr Terrey cannot be the auctioneer so Selina has organised friend to take over.

The main gates will be used for the auction. Someone will be on gates to welcome.

LOS & SM to create bidding cards later this week. **Action SM/LOS**

vi) **New Starters day** – May 23rd

SM has done flyer for the PTA with details of the AOP & Summer Fayre. Laura to check whether this has been sent. **Action LOS**

**vii) Summer Fayre -** – June 27th

* Whatsapp message or email needs to go out about raffle as there was no time to talk about this today.

1. **AOB**

There has been a complaint regarding bouncy castle flyers which went in the book bags. Mr Terry asks if the committee still wants to have business sponsorship. There was no real time to discuss and no decision made. To be followed up at next meeting.

**6 Dates of next meetings**

1. EGM – 29th June
2. Fund raising Summer Fayre TBC