**Minutes of HDJS PTA Meeting**

**Friday 8th January 2016**

Present: Georgina Crispin (Chair), Jo Patten, Karen Barlow, Gemma Hamilton, Tracy Jenkins, Amanda Grinham, Sarah Brown

Apologies for absence: Kerry Lonergan, Helen Hogan, Paula Lansley

Teachers were unable to attend as the meeting was held off-site in school hours.

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|  |  | ACTION |
| 1. | **Minutes agreed** of last meeting |  |
| 2. | Recent events were reviewed, which were the 5R cake sale, silent auction, Xmas fun afternoon, Jingle Bell Ball and panto trip.  - the silent auction raised just over £400 which was around half what it raised last year. This may be due to the position we had to take in the playground which was not as prominent as last year and also the wet and windy weather in those weeks. It was suggested that number of Lots should be kept to a max. of 15. All members to write thank you notes to the lots they obtained.  - the Xmas fun afternoon was a success with the different year groups coming in separately and raised around £540, an increase on last year. Next year we could include a few more activities and a plan needs to be drawn of where everything is to go. Also it would be useful to list where all the volunteers will be assigned again to prevent any confusion. Some classes did not have enough lollies from ‘Santa’. There was an issue with the dinners not being finished on time so next year we need to speak to Mr D about making sure this does not happen again. We could do cake decorating next year, using the volunteer bank to bake and the split baubles caused a problem with children dropping them in the hall and making a mess. Despite our email asking the teachers to bring a crate for the childrens’ items, only one teacher managed to do this and this would have prevented the spillages.  The Jingle Bell Ball was a success although the snow machine is broken and someone needs to fix it before next year. There was a small issue with ‘light fingers’, Georgina is to talk to Mr D about this.  The panto trip was a great success and we have been thanked for paying for the coaches there and back. | ALL  GC |
| 3. | Forthcoming events were discussed, which are:  Fri 15 January – 4H Cake sale  Fri 12 Feb – 4J Cake sale  Fri 26 Feb or Fri 4 March– Race Night (tbc)  Fri 18 March – 3W Cake sale  Mon 21 March – Easter Egg hunt (back up Wed 23 March)  Movie Night/Wonka Wednesdays/Fashion show  Fri 4 March - Mothers Day presents (Sunday 6 March)  Smartie Challenge  **Race Night – date tbc**  We decided it will be a family event starting at around 6.30pm. The company Paula knows charge £250 to run the event. Georgina will ask Janet about the hall capacity but we think we will sell 150 – 200 tickets (so 20 tables) charging £5 an adult, £3.50 per child with a family ticket for £15. It will cost £1 to bet on a race. We can offer sponsorship of a race before the event for a fee with the sponsor details in the program and also people can buy horses again for a small fees – fees tba. We can have a raffle using prizes we already have stored and a game of heads or tails halfway through. We can run a bar with snacks and drinks – Sarah is to sort out the license to sell alcohol. Sarah will also design a flier advertising the event.  **Easter Egg Hunt – 21st March**  Gemma offered to run this after liaising with Paula. Last year there was a long queue to collect the egg prize so we need to consider how to organise this better this year.  **Movie Night – date tbc**  Paula is to look for films to show.  **Wonka Wednesday**  To do this we need to source around 1000 choc bars with foil wrappers. Tracy is to approach Lidl as they are opening a store this year in West Wickham. The winner of the golden ticket will win a £5 note. How we run this event will depend on how many bars we can get donated.  **Fashion Show – 18th March (tbc)**  This is a joint event with the infants school and the only thing we would have to do is run a bar. Sarah is to sort out the license once the event is confirmed.  **Mothers Day Sale – 4th March**  We are all to browse [www.aliexpress.com](http://www.aliexpress.com) and see what items we think would sell well. The children will get to go into the hall during the school day and choose a gift and we can also sell items after school for those who have forgotten money. Jo will organise this sale. Georgina will ask Mr D if he is happy for this event to take place.  Smartie challenge and eco bags can be postponed until the summer term.  We need to check if Paula has booked the music quiz.  For the summer term, the main event is the circus. Jo is to check that the circus can still enter the school premises through the Glebe entrance as there are some building works going on.  We will hold a disco during the summer term too.  The Queen is 90 years old this year so Georgina is to ask Mr D if the school are intending to celebrate it in anyway.  Georgina will also ask about the possibility of holding a ‘colour fun run’ where we throw dye at the runners. | GC/PL    SB      GH  PL    TJ    SB    ALL  JP/GC  PL  JP  JP  GC |
| 4. | **Any other business**  We still need to buy a BBQ – Jo has seen some good ones in Argos.  Sainsburys have been approached by Sarah about sponsoring the school’s new football kits and we are waiting to hear back from them.  Sarah has set up a PTA website which will enable parents to use paypal to pay for PTA run events rather than pay with cash and we can trial this for the race night. It was agreed that this website would be beneficial and a parentmail is to go out telling parents how to join and use it, saying that we will trial it for a year.  Quotes for a new a new playground canopy and play area are still being obtained. | JP  SB  SB  GC |
| 5. | **Next Meeting**: Friday 29th January at 9am |  |