

Loddon Primary School PTA Committee Meeting

11th October 2018 @ 8pm

The Parent Hut, Loddon Primary School

PTA Officers present: Hannah Millway & Darren O'Connor, Saaima Ashraf & Sarah Anstey, Raimonda Richardson & Natalija Radosevic

Other Committee members present: Mora Yang, Mrs Phillips, Jo Taylor, Kam, Chris Poston, Bharat Halai, Katie Richardson.

- Meeting opened by chairpersons Darren and Hannah.
- Apologies for absence from Becky, Camilla, Rachel Shaw

Forthcoming Events – Dates for Diaries & Fundraising

1. **Our first event LEGO cards and Cake sale-19/10/2018 (team Katie, Sarah, Rai)**
 - ✓ *Natalija to prepare flyer and sent to school for posting through ParentMail*
 - ✓ *Create a signup sheet for Happy Helpers (upload later on to OneDrive)*
2. **Disco-23/11/2018**
 - ✓ *Y1-Y3 @ 5-6:15pm (team Chris, Sarah, Mora and Rai)*
 - ✓ *Y4-Y6 @6:45-8:00pm (team Chris, Sarah, Mora and Rai)*
 - ✓ *FSU Pyjama Part on WC 10/12/2018 (to be confirmed) (team Hannah, Katie and Saaima)*
 - *Contact in FSU would be Rachel Shaw or Wendy*
 - ✓ *Risk Assessment needs to be re done for this event.*
 - *Toilets will be in the hall + 1st corridor*
 - *Main hall, drop off in new foie*
 - *Stingrays classroom available for quiet area and squash to avoid spillage and slippery floor*
 - ✓ *Katie volunteered to do necessary shopping for event*

3. **Diwali-16/11/2018 @3:30-4:30pm**

- ✓ Teas & coffees, squash and cups provided by PTA
- ✓ Estimated quantity of 500
- ✓ Bring food from country of Origin
- ✓ During Interfaith week

4. **Christmas**

- Mufti day
 - ✓ Agreed to be 7/12/2018
 - ✓ Reminder letter to be issued by secretaries between 16-23/11/2018
- Christmas Cards
 - ✓ All organised and arranged by Hellen Bantock and Mora
- Event: Fair/Raffle-team Camilla, Hannah, Sarah, Chris
 - ✓ Defined for 17/12/2018 @3:30-4:30pm
 - ✓ Becky to check for gambling license as it still might be valid
- Panto
 - ✓ Rai to send letter out.
 - ✓ Agreed on £22 per ticket
- **Other**

Date of next Committee meeting-15/11/2018 @ 8:00pm

Date of next AGM to be held 23/09/2019.

PTA Marketing Activities

- a. Wednesday Coffee Morning - PTA to meet the parents
 - ✓ First to be held on 7/11/2018 and then once a month
 - ✓ Kam will assist

- b. We need to use next Parent evening as Marketing opportunity.
 - ✓ Flyers Rai prepared to be used (saved onto OneDrive).

- **ANY OTHER BUSINESS**

Mrs. Phillips raised awareness about posting and using pictures on Social Media and internet.

- ✓ PTA members and their children ok to be used (with previous WRITTEN consent)
- ✓ REMINDED TO ALWAYS TAKE POSTERS DOWN AFTER WE FINISH WITH EVENTS.
- ✓ DBS checks for all Officers
 - Mrs. Phillips advised Zarah will email everyone a link on how to complete required.
- ✓ We need to re do a PTA Survey to identify our fundraising targets and also use opportunity to get more happy helpers