

# PTA Event Planning Meeting 09.10.12

7pm Hop Shack

Present: Claire Simpson, Jennie Tomlinson, Christine Egan, Heather Suckling, Helen Finnerty, Claire O'Neill, Débora Jeronimo, Migs Ward, Catherine Scott, Kavitha Kirby, Vimala Nadesalingam

Agenda

[Make plans for halloween disco](#)

[Agree events for the year](#)

[Organisers for each event](#)

[Confirm outstanding class reps](#)

[Next Steps](#)

## Communicating for PTA around school

- Notice boards by the gate - one in parent shelter, one by the gate, one by the pavillion. Something that clips onto the gate?
- Helen can print 10 x A3 posters.
- Q: will school let us have access to the notice board by the gate?
- Can we send out info via teachers for KS2 in homework books or half termly newsletter

## Volunteers

- Use sign up genius alongside <https://www.pta-events.co.uk/newlalthes> has the ability to ask for volunteers for different tasks alongside ticket sales

## Halloween Disco

- Migs will shadow Claire S on door with tickets checking people in
- Bakers - Kavitha suggested we could have an option to tick a box with ticket sales for extra donation if you can't bake or provide buns. Chaser text on 17th October (Jennie will ask office).
- James will shop for cups / juice / crisps

## Timelines for events

To help with communication for events and PTA initiatives we should develop a standard set of actions for each event. To be defined (see [Next Steps](#)) eg:

- Planning meeting
- Resources needed
- Posters go out
- Facebook event

- Tickets on sale
- Text from school















## Agree events for the year

### Christmas Fair - 07.12 - 12-3pm

Is same day as Christmas Lights switch on 4.30pm

Volunteers: Migs, Catherine Scott & Heather cant on day can in run up. Helen, Débora, Claire O', Jennie (will do the grotto), Christine, Kavitha can help on day but not before. Ask Santa (Mr Alston) to consider the role again, Claire S, Bianca (volunteers)

### Form a christmas committee

<p><b>Christmas Committee</b></p> <ul style="list-style-type: none"> <li> James Cowell</li> <li> Helen Darlison</li> <li> Hazel Morgan</li> <li> Claire Stevens</li> <li> Claire Simpson</li> <li> Jennie Tomlinson</li> <li> Christine Egan</li> <li> Heather Suckling</li> <li> Helen Finnerty</li> <li> Claire O'Neill</li> <li> Débora Jeronimo</li> <li> Migs Ward</li> <li> Catherine Scott</li> <li> Bianca Thomson</li> </ul>	<p>Suggested activities for Christmas Fair</p> <ul style="list-style-type: none"> <li>● Tombola</li> <li>● Raffle</li> <li>● Christmas Hampers</li> <li>● Grotto</li> <li>● BBQ</li> <li>● Bar - mulled wine, Baileys</li> <li>● Christmas Gift stall - £2 - could be on a separate evening / after school <ul style="list-style-type: none"> <li>○ Glass baubles</li> <li>○ Tea light</li> <li>○ Etty might help run it</li> </ul> </li> <li>● Performances, Little Cherries (Christine)</li> </ul>
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## Organisers for each event

- **Silent Auction:** Kavitha will run the event again this year for the Summer Fair
- **Grow £1 - Easter holidays?** Marianne agreed she would like to try and proceed - Half Term
- **Uniform Sale - TBA**
- **Mothers' Day - Jennie** doing Reception tea towels. **Cassy / Sarah**
- **Open Evening - 6pm - Heather Suckling, Helen Finnerty** - update letter and have the fundraising thermometer.
- **Quiz Night - February** - a Friday night at Yarnbury or Cookridge Hall or Cragg Hill. Could be Valentine's Quiz Feb 14th? **Gemma & Rachel. Christine & Catherine** to check venues.

- **Summer Fair or Easter Trail**  
Extra raffle tickets like Maggie did?
- **Easter Trail 28.03**  
**Jennie & Christine** will organise
- **Summer Fair 04.07.19**  
Horsforth Gala 27.06 - **Gemma McDonald?**

Confirm outstanding class reps

**Class Reps - sign up at**

<https://www.pta-events.co.uk/newlalthes/index.cfm?event=Register#.XaBvr-dKhdA>

Helen Darlison - oaks 1

Claire Stevens- oaks 2

**Please add a photo when signed up so we can all be familiar**

Still need

- Year 2 - Cedar
- Year 4 - Acacia
- Year 5 - Eucalyptus & Monkey Puzzle
- Year 6 - Maple

Next steps

1. Confirm times of Xmas Fair with School - 12-3pm
2. **Christmas Fair planning meeting 7pm 23rd October - only 8 weeks to the event!**
  - a. Confirm activities at the Fair, Claire S finish poster, Helen print out copies for
3. Make a cadence / workflow for each event **Catherine** to help **Claire S / Committee** with this - (see [timelines for events](#) above).
4. **Jennie** make a sign up genius form we can circulate in school
5. Gain outstanding Class Reps - particularly year 5!
6. Images for fundraising targets for advertising our goal - **James** do you have a link or photo of the SmartBoards please?
7. **Migs** to start on notice boards for each year / reception/ks1 / pavillion, contact school re board at gates
8. Will there be a KS2 Gala this year? Usually require a contribution from PTA. **James** to check with school.
9. **Kavitha** to make FB suggestion for Grandparents group
10. **Another Xmas Fair meeting after half term TBA with priority**