

Perdiswell Parent Teachers Association Meeting minutes

Date: Friday 27th September 2019

Time: 7:30pm – 9:00pm

Venue: Perdiswell Leisure Centre, Worcester, WR3 8DX

Attendees: Kate Joels, Jenna White, Esther Kerkhoven, Lizzie Jaw, Laura Maddock, Rosie Evans.

Apologies: Lorna Napier, Nicole Morris, Gemma Guscott, Gemma Hodgetts , Shelly Hooper, Danielle Wysocki, Elizabeth Seconde, Jo Whiting, Emily Marrow.

Meeting Notes

AP = Action point from this agenda item, please refer to summary table below for more details.

1	<p>Apologies Lorna Napier, Nicole Morris, Gemma Guscott, Gemma Hodgetts , Shelly Hooper, Danielle Wysocki, Elizabeth Seconde, Jo Whiting, Emily Marrow.</p>	
2	<p>Treasurers report Combined total stands at £8829.89 Esther to ask Shelly to formally request the PTA donation towards the running track.</p>	AP1
3	<p>Autumn Term Events 2019 All Autumn term events have been listed on the website and Movie Munch Night and Disco tickets are now live and ready for purchase. Esther has created a test order to try out the new Stripe payment method (PTA events has removed the PayPal option due to costs) and found no issues to report. <u>Movie Munch Night</u> – KS1 Fri 04/10/19 & KS2 Fri 11/10/19 - Films have been advertised as Stuart Little for Early Years children and Shrek for KS1 & KS2. A Bookers run to collect sweets and juice will need to be arranged. Teachers usually stay on to help manage the event and two parents have approached Kate to offer their help during the film so a request for further volunteers may not be needed. Munch bags need to be made up. Volunteers are available in the evenings so an enquiry to see if the school can be accessed by the PTA when the halls are being hired out will be made with the office. First Aider requirement will most likely be covered by the teachers for these events however it was felt that training for PTA committee should be explored. It is possible that a level 3 Paediatric First Aid trained person can teach level 1 First Aid so an enquiry will be made to see if a course can be arranged in school. The current DBS rules is another area to investigate. Enquiries will be made with the office and reported back on at the next meeting. <u>Tuck and book shop</u> – Fri 25/10/19 – The school will be hosting a Macmillan Coffee afternoon so to take advantage of parents being in class on that date the PTA will hold a book sale and tuck shop. If there is enough time to set up, the cardigan and jumpers school uniform will be sold as well. <u>Uniform Sale</u> – A full uniform sale will be added to the events list if Fri 18/10/19 is available in the school diary. A large number of uniform donations have been received in the last few weeks and the cupboard is now full. A bag</p>	<p>AP2</p> <p>AP3</p> <p>AP4</p> <p>AP5</p> <p>AP6</p>

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	<p>of old grey uniform has been bagged up to be sent to Gambia. To advertise the uniform sale a billboard would be helpful.</p> <p><u>November Disco</u> – Fri 8/11/19 – Glow products are usually popular at the Winter discos. We still have a number of multi-colour necklaces in the PTA cupboard but stock of other items are low. An alternative to purchasing more glow products could be to purchase UV paint and a UV light. This would reduce the plastic waste that the glow products produce. The DJ may already own a UV light that we could use making costs to trial the UV paint option minimal. Order either UV paint or more glow products depending on the availability of the DJ to bring a UV light. Kate highlighted that the DJ Les has not confirmed the booking for the November disco yet so an alternative DJ may need to be contacted. A Booker run will need to be arranged to replenish sweets and refreshments. A request for 10 helpers for the KS1 disco and 14 helpers for the KS2 disco needs to be sent out to parents. Fire Marshals and First Aiders will also be needed.</p> <p>To further reduce the plastic consumption at the Disco a discussion about introducing bring your own bottle was suggested. Squash could be purchased to flavour the water. Perhaps offering tea and coffee could be stopped.</p> <p><u>Xmas cards</u> – The Christmas card templates have been distributed to the teachers via the school office. Teachers have been given 2 weeks to ask the children to draw a Christmas card picture in class time. A blank template has been made available on the PTA website. A deadline of Fri 04/10/19 has been requested for all artwork to be sent home. Deadline for parents to hand orders in is Fri 11/10/19. Distribution of printed items is due end of Nov/beginning of Dec. The earlier we submit our order into the print run, the earlier we receive our order.</p> <p><u>Xmas presents</u> – This year’s parent presents could be included as a stall at the Xmas fayre (as it was the first year it was introduced) rather than take up 2 afternoons in school time. Having the presents pre-wrapped last year also helped to reduce the distribution time needed. Ideas for presents this year were candles and chocolate Reindeer cones or a repeat of the popular chocolate sleigh. Another suggestion of creating a Santa snack plate using glass paint and the children’s fingerprints was also put forward. These could also be presold in advance of the fayre and a secluded area could be used at the fayre to limit parent access!</p>	<p>AP7</p> <p>AP8</p> <p>AP9</p> <p>AP10</p> <p>AP11</p> <p>AP12</p>
<p>4</p>	<p>Christmas Fayre 2019</p> <p><u>Raffle</u> – Raffle tickets need to be ordered. Letters requesting raffle prizes need to be printed and distributed. A cash prize for 1st prize was popular at the Summer raffle, so it was suggested to repeat that at the Christmas Fayre too. Lizzy will speak to Bosch to request a prize. To promote the raffle a suggestion of an ‘advent of prizes’ the 12 days of Christmas was put forward. This would involve revealing a different prize each day of the countdown before the fayre. We could ask companies to sponsor one day and in return they would receive advertisement for that day. Lizzie will create a letter to be sent to companies for the 12 days of Christmas countdown.</p> <p><u>Santa grotto</u> – Selection boxes need to be purchased. Kate to speak to the parent contact at Tesco to purchase them. Dairy free options also need to be</p>	<p>AP13</p> <p>AP14</p> <p>AP15</p> <p>AP16</p> <p>AP17</p>

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	<p>purchased. Last year the queue was large for visiting Santa so this year the suggestion of having a Mrs Claus to visit was suggested. This resolves the problem of trying to have 2 Santas to reduce the queue. Enquires to be made to find suitably security checked people to play the roles.</p> <p><u>Stalls</u> – Suggested games are Tin can alley, Hoopla, Spin the wheel, Play your cards right, carrot game and Santa down the chimney. The cupboard needs to be checked to see which items need to be replaced. A list will be created for the teachers to sign up to stalls. The games stalls are more popular when they are staffed by teachers. There are also stocking filler items left over from last year which can be sold on a stall.</p> <p><u>Teddy Stall</u> – Rather than have a second-hand item stall it was suggested a Teddy re homing stall was set up in the style of a tombola game. A text requesting donations for soft toys could be sent out to fill the stall.</p> <p><u>Chocolate and Bottle Tombola</u> – A non-uniform day needs to be planned into the diary for collecting the chocolate and bottles needed for the tombola. Thurs 5th Dec would be ideal.</p> <p><u>Cake sale</u> – A form needs to be created and circulated in book bags for the cake competition.</p>	<p>AP18</p> <p>AP19</p> <p>AP20</p> <p>AP21</p> <p>AP22</p>
5	<p>Any other business</p> <p><u>PTA a board</u> – Ask if the PTA can have their own A-board to place outside the school to advertise events on.</p> <p><u>Supermarket tokens</u> – Someone needs to complete the Tesco questionnaire form to take part in the charity token shopper vote. They will need to know what we are raising money for so this question could be completed with; gardening, lighting and PA equipment. Likewise, the Coop also run a similar scheme.</p> <p><u>World book day</u> – We need to ask the school if the PTA can sell our book shop books on World Book Day as in the past this has been very popular.</p> <p><u>Aldi stickers</u> – The school is collecting Aldi competition stickers. We need to speak to the school ask about publicity and where the sticker chart can go.</p> <p><u>Staff meetings</u> – Ask the school if we can attend a staff meeting to be able to explain why and what we need teachers to help with.</p> <p><u>PTA meetings</u> – As we are a larger committee and it will be difficult to find a suitable date for all members to attend the meetings, a short summary meeting in the mornings around school drop off time was suggested to be able to relay what was discussed. Meeting minutes will also be circulated. The WhatsApp group can also be used to keep in contact.</p>	<p>AP23</p> <p>AP24</p> <p>AP25</p> <p>AP26</p> <p>AP27</p>
6	<p>Next meeting date</p> <p>Thurs 24th October – 7:30pm and venue to be confirmed.</p>	

Actions

AP	Task	Owner	Due Date
AP1	Ask Shelly in the school office to formally request the donation sum.	EK	25/10/19
AP2	Bookers run to be arranged for MMN.	KJ	04/10/19

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AP3	Can the school be used in the evenings to make up Movie munch night bags?	KJ	04/10/19
AP4	Ask the office how we can arrange for the PTA to complete a paediatric first aid course.	KJ	25/10/19
AP5	What are the current DBS check rules?	KJ	25/10/19
AP6	Check the school diary for availability for a uniform sale on Fri 18/10/19.	KJ	18/10/19
AP7	Explore possible billboard ideas.	EK	25/10/19
AP8	Order either UV paint or more glow products.	JW	08/11/19
AP9	Source a DJ for the November disco.	All	25/10/19
AP10	Booker run needed for the Disco.	KJ	08/11/19
AP11	Disco helpers request needs to be circulated.	KJ	01/11/19
AP12	Fire marshals and First aiders to be confirmed for the Disco.	KJ	25/10/19
AP13	Order raffle tickets.	KJ	25/10/19
AP14	Distribute raffle prize request letters.	All	01/11/19
AP15	Lizzie to speak to Bosch for raffle prize.	LJ	25/10/19
AP16	Lizzie to create a 12 days of Christmas letter.	LJ	25/10/19
AP17	Selection boxes for the Santa grotto presents need to be purchased. (including dairy free options)	KJ	25/10/19
AP18	Source Mr & Mrs Santa for the Christmas fayre.	All	25/10/19
AP19	Check cupboard for Xmas fayre games.	EK	25/10/19
AP20	Create a list for the teachers to sign up to the Xmas fayre stalls.	KJ	25/10/19
AP21	Book non uniform day in diary for tombola items.	KJ	25/10/19
AP22	Cake sale flyer to be created and circulated.	JW	25/11/19
AP23	Check we can use an A board for advertising.	KJ	25/10/19
AP24	Complete supermarket tokens form.	KJ	25/10/19
AP25	Check with office can we sell PTA books on World book day.	KJ	25/10/19
AP26	Aldi stickers check with office what advertising is being done to promote this.	KJ	25/10/19
AP27	Ask for a PTA member to attend a staff meeting.	KJ	25/10/19