**Minutes of PTA Meeting**

**Tuesday 12th September 2017**

**Present: Vicki Townsend, Grace Lester, Louisa Chipperfield, Nicola Penny, Zoë Browne, Harriet Tyreman, Charlie Poulter, Rapinder Purwaha, Andrew Hislop, Anna Cresswell, Priti Lodhia, Miss Moore**

**Minutes taker: Karine Lecoq**

|  |  |  |
| --- | --- | --- |
|  |  | **Action** |
| **1** | **Apologies: Lynsey Viney, Kate Bartholomew, Zoe Hudson, Claire Perry Alex Whitlock,** |  |
| **2** | **Second hand uniform sale:**  PTA to hold a Second hand uniform sale after school on Friday 22nd September. Volunteers needed around from 2.30pm to help set up, and/or from 3pm to help sell. Fingers crossed for dry weather.  UPDATE: after the meeting, rather than hold a sale (as we were unaware of how much stock we had and whether it was in re-sellable condition), Alex Whitlock and Louisa Chipperfield kindly offered to review the new stock which had been donated at the start of term and update the PTA website with quantities and post a ‘shout-out’ on Facebook. | **LC/**  **AW** |
| **3** | **Film night**  Film night to be on November 3rd  Charlie to sort out DVD of Lego Batman  Karine to sort out popcorn and cookies | **CP**  **KL** |
| **4** | **Halloween disco**  Halloween disco is on Friday 13th October.  Rapinder is purchasing the alcohol  Louisa is sorting party bags  Kate to put out the messages about pumpkins on fb  The ballot to apply for tickets will be open between Fri 22nd - Fri 29th  We will be sorting out the tombola bags on Thursday 12th after am drop off if anyone can spare an hour. Siblings welcome. Will be in the library. | **RP**  **LC**  **KB** |
| **5** | **Christmas tags, how many to order**  181 tags in case one is lost in the wrapping process |  |
| **6** | **Christmas play DVD**  Lynsey and Chris have kindly offered to record the Christmas play again. They will also look into individual photos. | **LV** |
| **7** | **Christmas cards**  Harriet kindly offered to look into the Christmas card art work project. | **HT** |
| **8** | **Christmas event**  It was decided that a Christmas Film night will be held this year instead of a Christmas Fayre. The film night will be on 8th December.  Film - Muppets Christmas Carol.  The plan is to have a few stalls in Miss Moores classroom. Vicki has already had an email from the jewellery lady who came last year so will book her in. Vicki will also ask Karen Jeffery and Fran Morris if they would be interested as they both run cosmetic businesses. | **VT** |
| **9** | **Christmas cake comp**  Beth and Heather have both offered to sort plates for the Christmas cake competition. The plan is for each to do half (90 plates). Vicki will send them the slip to attach. |  |
| **10** | **Christmas pass the parcel**  Plan is to ask parents to help with wrapping like last year. |  |
| **11** | **Panto tickets to go on sale**  Hexagon Panto (Peter Pan) tickets will be sold at £20 each. 107 seats have been reserved in the arena for 2nd January at 1pm.  **(book next batch in January!!!)** |  |
| **12** | **Clothes aid**  Louisa to organise a collection in November and one in April. | **LC** |
| **13** | **PTA team vacancies**  Charlie Poulter has agreed to take on role as Deputy chair for this year |  |
| **14** | **AOB**   * PTA AGM will be on Tuesday 26th September at 7.30pm. Vicki, Grace, Charlie, Karine and Nik will take on the core roles. Charlie Poulter has agreed to take on role as Deputy Chair for this year. 5 PTA Ordinary Committee Members are also needed to form a Committee. * PTA night out planed (to celebrate all our hard work with a large wine) on Thursday 19th October from 7.30pm at the Bosco lounge.      * The following items were agreed to be purchased by the PTA for the school: * 3 indoor/outdoor  wicker dens (£629) * a green house and potting shed so the school can start a gardening club (£245) * 30 recordable speech bubbles (£84) * Easter eggs and competition prizes (budgeted £40) * Author visit (budgeted £400) * Panto trip to Norden Farm - half the cost (budgeted £1,500) * Living eggs (budgeted £270) * Martin the puppet man (budgeted £310) * Music workshop (budgeted £1,100) * Sports day lollies (budgeted £30) * Tree decorations from Santa and pass the parcel for xmas party (budgeted £400) * Year 2 leavers bookmarks and breakfast (budgeted £15) * A donation to cover admin and photocopying (budgeted £250) * Lego Master Builders workshop (£670)   The total amount requested for this year to date is approx. £6k. We noted that the Life Education Bus was not included in the list, which forms part of the school curriculum which we previously contributed half of the cost (~£350) |  |
|  | **Next meeting –**  **Tuesday 26th September at 7.30pm, AGM in the school staff room.**  **Tuesday 9th January 7.30pm: PTA meeting.** |  |