**Minutes of PTA Meeting**

**Tuesday 31st January 2017**

**Present: Vicki Townsend, Grace Lester, Kate Bartholomew, Nicola Penny, Zoe Hudson, Zoë Browne, Alex Whitlock, Charlotte Waite, Rana Aliakbar Izadpanah, Mrs Merrit**

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|  |  | **Action** |
| **1** | **Apologies: Karine Lecoq, Louisa Chipperfield, Michel Mayne, Lynsey Viney,** |  |
| **2** | **Valentine’s cake sale – 10th February**  This year it will be a plain cake sale, no competition. To be held outside if the weather permits, if not in the hall. Parents are to drop off the cakes in the ICT suite before school.  The PTA will also sell raffle tickets at this time as there are still various raffle prizes that will expire before the spring disco.  Pre-School have asked if they could also hold a sale of their left-over tombola bits and pieces at the same time. In principle, the PTA have agreed to this so long as they provide their own tables and float.  Vicki will put posters up at the gates to advertise the sale.  The PTA will need helpers to set up from 2.30, man the sale and tidy up afterwards. Zoe H, Kate and Charlotte have volunteered to help set up. | **VT, ZH, KB, CW** |
| **3** | **Spring disco**  Disco to be held on March 24th. The ballot will open on Mon 20th Feb and run for a week. A reminder will be sent out on the Sunday night on Facebook. This will give two weeks to pay for the tickets. The call for volunteering will happen when the successful applicants pay for their tickets.  It was decided that the ballot will be held online only.  The children’s bar will be moved from the main hall to the side room/corridor where there is more light and less noise in order to make it easier for people to server the children.  Vicki will check to see what glow in the dark items that could be sold at the disco instead of glow sticks.  All items on the separate disco jobs sheet have been allocated to PTA members. | **VT** |
| **4** | **World Book Day**  March 2nd. Children will dress up as their favourite book character. The PTA will provide a prize for the most creative costume.  The PTA will hold a 2nd hand book sale (and possibly some sweets) after school. This will be held outside if it is fair or in the ICT Suite if it is raining. It may be possible to hold it in the hall in case of rain if there are no after school clubs.  Help will be needed from 2.30 setting up, manning the stall and then tidying up.  Mrs Merrit informed the PTA that the big tables are now held in the new shed that is in the playground. She will find out who has a key to this shed for when the PTA needs anything from it. | **Mrs Merrit** |
| **5** | **Easter competition/egg hunt**  Kate volunteered to get the eggs for the Easter egg hunt and for the prizes for the children’s colouring competition. | **KB** |
| **6** | **Order leavers gifts/willow tags**  Vicki found some wooden bookmarks that can be engraved with the class animal for each of the leaver’s classes. It was agreed that they were a really good idea as there would be no need for sewing or varnishing as they would come fully finished and engraved. They cost £1.50 each. | **VT** |
| **7** | **Tea towels**  It was decided to go with Tea Towels again this year. Kate will investigate which company is best to use. Many lessons were learned last year on how to set the towel out. It was also decided that the children’s names should be written under the picture so that they are all the same. Also it would be best if the teaching staff could write the names of the younger children so that it is legible. Mrs Merrit requested two pens per class this time. | **KB** |
| **8** | **Planned PTA funded days for the children?**  Mrs Killick has asked has asked for a music workshop. This entails a person coming in every week for 5 weeks and doing various activities will the children. All the children in the school would be involved. The cost is £1,000 in total.  The author Cathy MacLennan will be coming in again on March 3rd, the day after World Book Day. With Foundation and Yr1 she will do some illustrations and with Yr2 she will be making books. After school, she will do book signing as in previous years. The cost is £390.  Living Eggs will be purchased again this year at a cost of £255. They are due to arrive on April 24th.  Mrs Merrit will find out if the school would like the Life Education Bus again.  Mrs Killick has asked for a farm to visit the school but they need to find a farm that will visit even though there is no grass for the animals. The PTA agreed to fund the cost.  Nic spoke about Lu’s Owls. She can come and do story time and life drawing of owls for Foundation and Yr1, and a workshop for Yr2s. The cost is £340 and would take 3 days as the owls can’t be working for too long each day. Mrs Merrit will speak to the other teaches to see if they would like this.  Mrs Merrit spoke about Pottery Pals from Holme Grange. They can come around to the school and do some pottery painting with the children. Nic mentioned that Julie Anne Thompson might also be able to do something similar. Mrs Merrit will investigate Pottery Pals. | **Mrs Merrit** |
| **9** | **AOB**  Grace advised that the PTA will buy some small chalkboards to be put up on the new fence in Foundation’s garden. The PTA have suggested buying 2 flowers, 1 caterpillar and a train. They cost £35 each.  Bug hotel – Zoe Browne will find out when it will be ready. Vicki suggested that the PTA ask Julie Anne to paint a sign for the Bug Hotel. The PTA will also buy two magnifying posts to go on either side of the hotel. They cost £150 each.  Sue Lunn will be getting 3 quotes to resurface the area around the sensory as it is currently just mud and therefore very messy.  A reminder that tickets for the Wizard of Oz are still on sale needs to be put in this week’s newsletter and Nic will put it on Facebook on Sunday too.  Vicki will do a slip for book bags regarding sale of the Christmas play DVDs as Rana suggested this sale needs to be advertised more.  Zoe Hudson suggested that teachers play the Christmas DVD at family time hopefully to encourage people to purchase it.  Kate suggested a printed out PTA newsletter of what the PTA have been doing. She will look into this over half term.  Mrs Merrit was asked to see if Mrs Masters can put something about when the different assemblies are in the weekly newsletter as all the PTA greed that people were not aware of what day of the week they are anymore. | **GL, ZB,**  **NP,**  **KB,**  **Mrs Merrit** |
|  | **Next meeting –**  **Tuesday 9th May: PTA** |  |