**Minutes of PTA Meeting**

**Tuesday 11th August 2018**

**Present: Stefanie Cosham, Lee Kitson, Nik Penny, Beth Fitzgerald, Julie Jones, Harriet Tyreman, Libby Rayner, Zoe Holzherr, Kat Mead, Shashi Rana, Emma-Louise Hamilton**

**Minutes taker: Fran Morris**

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|  |  | **ACTION** |
| 1 | Apologies: Lianne Barrett, Claire Perry, Louisa Chipperfield |  |
| 2 | Halloween Disco- 12th October.  It was decided to no longer do the tickets via a ballot. The money raised was greatly reduced due to people not paying for tickets after winning spaces. Involved a lot of chasing by PTA via email and often no response. Junior School siblings were no longer attending too, so actually more spaces available. (250 ppl max)  Tickets first come first served basis. To be available via Website from Sunday 30th September. Needs to be promoted.  Fran to check party bag situation in PTA cupboard and order if needed. 180 needed.  No more Glo sticks. Alternative to sweets needed- stickers? Decorated biscuits were popular but expensive to do, looking into some kind of craft activity- decorating a mask?  Staff for the disco Miss Moore & Mrs Killick | FM to organise party bags.  NP to sort disco licence out (form + cheque)  SC to sort refreshments  BF, ZH, HT, SC, E-LH to sort donations Wed 10-10-18 after drop off  BF to source an alternative to sweets & possible craft activity.  Facebook request for Pumpkins-  Foundation page- LK  Year 1-SC  PTA/Year 2- FM |
| 3 | Friday 9th November Film night  Film to be decided, needs to be a U rated film.Less money expected to be taken as usually clashes with local firework displays. Plus the licence fee comes out of the first film night total (£82). | BF to try to find a U rated film |
| 4 | Has been decided to do termly newsletters to keep communication flowing for the Parents/carers. ALL information to be put into them. Noticeboards in use too, Facebook pages and asking Mrs Leary to put things through the School App. | LK & LB responsible for newsletters  SC to keep noticeboards up to date |
| 5 | Christmas decorations (presents for the Children) still going ahead. Jeremy Poulter kindly offered to do them again |  |
| 6 | Christmas play videographer needed. Need a shout out to parents in the hope someone can or knows someone who can. Suggestion of possibly approaching Waingels to see if any students want any work experience doing it. | FM to put a shout out on Facebook pages. LK/LB to put it in newsletter. Request posted on noticeboard?  SC to approach Waingels if no joy through school. |

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| 7 | Christmas cards. Templates to be done in School, more ofa response for orders (noted from when PTA did the coasters).  Extras printed so those who want extra templates (for other siblings) can take them home. | HT to co-ordinate this. Waiting for deadines from the company etc. |
| 8 | Christmas event discussed. Christmas shopping evening, later start time to accommodate Parents/Carers who work. Contact sellers asap to get some interest. £10 a table plus a donation for a raffle.  Majority in agreement to run 'Elfridges' again- request donations of toiletries, jewellery etc from Parents/Carers. Children then get to choose a present and wrap it for their Parent. (50p/£1 suggested amount).  Suggestion made that Christmas trees all have numbers hanging off them, the Children take one home, replace it with a bauble and the numbered tag serves as a reminder for Parents to send Child in with £1 for Elfridges.  Nothing final was decided other than a Christmas planning meeting after half term to sort everything out. | BF/FM to approach potential stallholders for 7th Dec (TBC)  Meeting scheduled for 6/12/18 Venue TBC |
| 9 | Christmas Cake decorating competition 10th December , Mrs M to judge. Discuss further at meeting on 6/12 |  |
| 10 | Panto tickets in hand, more details to follow and date checked. | HT/LR |
| 11 | Clothes Aid rubbish amount raised for such a huge donation. Still in dispute with them over money still owed. Used Bags 2 School before and issues with them too. Louisa seeking an alternative company, as Rivermead School appear to use a good one and raise lots of funds | LC to seek alternative collection company. Nothing booked currently as dispute with Clothes Aid ongoing |
| 12 | Although AGM yet to happen, core PTA roles are currently filled. SC acting Chair, LK &LB acting deputy chairs, NP Treasurer, FM acting Secretary. Need a minimum of 5 General members (HT, LR, CP, LC currently).  Desperately need an independent Auditor. Possible leads for this. | E-L H to ask her Mother in Law (Accountant) if she's able to assist and liaise with SC as she also has a potential contact. |
| 13 | Year 1 Garden Border. Mrs M would rather a Herb garden, edible and lots of smells so really sensory. PTA have agreed this and aim is to source plants through contacts | SC to speak to CP about asking her contact for herbs.  PTA volunteers to come help plant when needed |
| 14 | AOB  Surplus of second hand uniform and a lot of responses from people asking for bits. Uniform sale to be held after school 21/9 (outside as parents will attend the coffee afternoon and then have to go round to the playground for pick up).    Winner of Sunflower competition to be announced and prize (kids gardening kit) given during Friday assembly. £92 made on the kits even though only 6 sent entries. Permission going to be asked for photos to go on website to help promote the fundraiser for next time.  FAB bricks (personalised Lego brick keyrings) – great stocking fillers. Leaflets to go in envelopes in book bags over the next week or so. Orders to be returned by the 12th October.  Cake Sale after Christmas if not 28/9 (School newsletter mentions MacMillan coffee morning, but in the past this has just been for Staff)  Scarecrow trail- PTA to sell kits to families, scarecrows returned and hidden round school. Maps sold and Families can do the trail. Decision made to keep this fundraiser in mind for Easter.  BF offered to get bits for School from Reading Family Aid if they have any surplus i.e. Pens, paper, Lego etc  £1700 Quote for door from Miss Moore's classroom to Year 1 area and that excludes plumbing work that would need doing. It not necessary at the minute and other options being looked at. | BF/FM offered to sell.  NP to sort float  NP to seek permission for use of photos of Sunflowers on website.  NP to sort  Miss Moore to check with Mrs M to clarify if this is just for Staff or for a whole school event. |

**Date of next Meeting: AGM October 1st**

**PTA meeting January 15th**