

PTA Committee Meeting - Thursday 28th September 2023

Attendees: Georgia Cooke, Anna Hawker, Jess W, Lucy Giffen, Emma D'Aubyn, Jess Willmott, Michelle Stiles, Emma Longridge

Apologies: None

Agenda

Issues arising from AGM:

Confirmation of Roles:

Chair - Jess Watson

Vice-Chair - Dan Keates

Secretary - Jess Willmott

Treasurer - Georgia Cooke

Assistant Treasurer - Emma Longridge

Bids and Grants - Emma D'Aubyn

Events - Lucy Giffen

Communications - Michelle Stiles

Uniform - Anna Hawker

At the AGM we decided on the following spend:

- £2000 on Science Dome - this will take place in April
- £1000 on football arena - price may have increased. Committee don't want to give any more money towards this as we wish to spend money on other activities.
- £1000 for new shelving around the school
- £318.62 for glockenspiels - arrived
- £450 for Old Vic Performance
- £480 for new cushions for Hobbit House - Fatboy cushions - need to pushback on this to school. No longer an agreed spend right now - maybe in the spring?

Total agreed spend: £5245

Total remaining: £

Other Financial Issues:

- Jess Watson - owed £49 for plants for Mitzi's Garden - agreed pre-AGM.
- Ikea receipt - £518 spent on furniture - still have £480 to spend on furniture for the school.

EVENTS:

Cauliflower Cards: Collection date is now 18th October

- Forms have all been sent out.
- Mr Keates to send out a reminder message.

Spooky Disco: Friday 20th October

- Michelle needs access to facebook, instagram accounts - put out a poster to let people know how to get in touch with us.

Details for Disco:

- Bar in Cafe Hall
- Years 0,1,2 and 3 - time 5-6pm
- Years 4,5 and 6 - time 6-7pm
- No limit on numbers - all school can come
- £5 per ticket - include a comment about cost shouldn't be a barrier to entry - please email PTA if this applies.
- Tickets to include: a drink, glowband, crisps and biscuit
- Need a disco team
- Also need colour-coded tickets for both sessions
- Need more tickets printed and laminated
- Have a bar selling wine, beer, cider, tea and coffee with biscuits
- Also have uniform out

ACTION POINTS:

- Message the disco group from before to see who can help - list roles required
- Put tickets out on mycas - for sale - GEORGIA
- Issues of GDPR surrounding taking pictures of the event - NEED TO SPEAK TO NORCOTT
- Check timings of when we can set up
- Carton of juice or water, crisps, biscuit and glowband
- JESS W - message Emma P re buying stuff for disco - EMMA happy to buy stuff for the disco once we know numbers
- Can we overspill in a spare classroom - have the bar and uniform outside in the hallway - go into the cafe hall to sit and chat.

Grotto: Friday 1st December

- Need a Grotto Team
- Both the Grotto and Fair will be at the same time - help to move people around.
- Need a Father Christmas
- Do we assign the grotto to a class or 2?
- Teachers as helpers

STALLS TO MAKE SOMETHING FOR FREE

- Reindeer food bags

-

STALLS TO MAKE SOMETHING PAID

-

CLASS STALLS

-

Christmas Fair: Friday 1st December

- Do we want to use tokens instead of cash at fair
- Needs to be a cash exchange for tokens in the lead up to the fair.
- Tokens need to be sold in bags of £5 each - minimum spend
- Not including the bar - bar will accept tokens, cash and card
- Pound-size tokens

- Hot Food Van - no need to use the cafe hall
- JESS W - going to sort out doing a digital raffle
- Put out a dojo asking Dan to send out a message asking for donations for Christmas.
- External stalls - put in a classroom - not the main hall - 6 stalls only
- Main hall needs to have choir/music
- Need to ask Warhammer and see if they can come in as a free activity

ACTION POINTS

- LUCY G - looking into hot vans to provide food

OTHER ISSUES

Tea Towels:

- Paper has gone into school and Mr Keates should have distributed them.
- Each year group will have a tea towel that parents/carer can buy.
- EMMA L - organising
- We set the price - company will charge us £2.60 per tea towel.
- Price - £5 per teatowel

Termly calendar:

Match Funding:

- Write a newsletter and add details about match funding

Little Wasps Support:

Year 6 Leavers Gift: School provided a mug - we're happy with this.

Anna's Wasp: We think we should sell the wasps on a PTA stall at various events.

Cake Sales and Uniform - separate uniform sale for LW.

JESS W AND ANNA - Thursday 5th Oct

Shop and Give: It's an app you can buy through and we get money

Add to the newsletter - provide the link

Grants and Bids: We don't really qualify as we don't have a high proportion of kids with SEN or FSM.

AOB

- Need for outdoor clothing - not a PTA issue - put out a request on dojo requesting specific items with sizes.
- Ask teachers if aprons are needed at school - are they needed for all classes?
- Bids and Grants - apply for an outdoor shelter/wild area/forest area - Emma to apply
- Have asked for a quote for 7 raised beds and to relandscape the area next to the log cabin.
- Need to do a newsletter with key news info - Di leaving, new committee members and sessions
- Pip - raffle prize
- Emma D'Auybn - going to ask local businesses about raffle prizes.

CALENDAR

Agreed dates leading up to Christmas:

UNIFORM SALE AND UNIFORM DRESS DOWN DAY

NOVEMBER - OPEN PTA MEETING - 9th November - The Cricket Club - maybe upstairs?

1ST DEC - FAIR AND GROTTO

16TH DEC - WINDOW TRAIL

JAN - UNIFORM SALE - TBC

FEB 9TH - VALENTINE CAKE SALE

TUESDAY 26TH MARCH CAKE SALE AND EASTER HUNT

MAY 26TH CAKE AND PLANT SALE

FREEZE POP FRIDAYS

SUMMER FAIR - WEEK AFTER DO FOOTBALL COMPETITION

NEWSLETTER CONTENTS

UPCOMING EVENTS/CALENDAR

- Uniform sale at LW - Thursday 5th Oct
- Spooky Disco - Friday 20th - there will be 2 sessions
- Non-uniform Day - 3rd or 24th November
- Christmas Fair and Grotto on 1st December
- Window Trail 16th-31st December

OTHER INFORMATION

- We need helpers for the Disco, Grotto and Christmas Fair
- Match Funding
- Shop and Give - details on how to sign up and use
- New Committee and roles as well as a big thankyou to Di
- What we've spent money on

AOB

Jess to ask Amanda about aprons - agreed spend for LW initially.