

PRESENT Em K Karen Ingrid Netty Phil	APOLOGIES Emma Hough Laura Crook Laura Good Jo Charlton Amanda Yates Kate Hallett Ange Sullivan	
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****Firstly, a massive thank you to Karen, Celia and Emma for all their hard work - EAST would have gone south without you****

Trying to fill these big shoes are Em K as chairperson, Netty & Phil who are going to take on the role of Treasurer together and Laura Crook who's volunteered to be our secretary.

FINANCES

Netty & Phil are filling Emma's shoes. Phil will deal with the numbers, Netty with the practicalities involved with the money at events

1. Netty raised the issue of our bank account. Is there a better deal to be had? Is there any reason we need to stay with Barclays?

ACTION: NETTY

2. Em raised the question of if there is any reason we are not registered formally as a PTA with a charitable status - **Amanda/ Emma A** are you able to answer this?

ACTION: EM to follow up with Amanda and/ or Emma

3. Signatories: Emma A & Celia fulfill this role at present, but this needs to be transferred

ACTION: NETTY to look into this

NEW MEMBERS

There's no escaping the fact that we need new members. Before the start of term we need to get the following in place:

- For 2019, can EAST be included in the new parent induction evening, please?

ACTION: EM to ask AMANDA/ EMMA H

- Can we pop into the Reading Cafe in the autumn term/ provide some kind of information about EAST, **Emma H**?
- Regular presence on the playground aka Treaty Friday (See below)
- Keep noticeboard updated and refreshed with news, meeting dates and goals

ACTION: EM

- Regular contribution to the Harling Herald

ACTION: EM to ask AMANDA about dates and details

- Social media: it was agreed that this is problematic on many levels. **Karen** is happy to continue with our Twitter updates
- Updates to the website with events, minutes and general EAST news

ACTION: EM to ask AMANDA about this

COMMUNICATIONS

Em expressed concern about the way we communicate information via email and it was agreed that vital information often gets lost in email threads.

- Introduction of a WhatsApp group to communicate generally

ACTION: ALL please let us know if you are happy with this and if so let us know your contacts - we need a majority to make it function

- Use of shared documents to log volunteers and progress

ACTION: EM to set up and offer troubleshooting

- It was suggested by Karen that - as has been done in the past - one person 'owns' an event and makes it their responsibility to ensure everything is ready for it - this is naturally dependent on a sufficient volunteer base

FEEDBACK FROM SUMMER EVENTS

- For future Carousel events, a minimum of **FOUR** people are really required
- It should be stressed that volunteers need to be able to help set up and break down - it's too much for one person to deal with on their own
- **Money box** - it was suggested that we revert to keeping a Master box and an ice-cream tub of change for each specific event - would help especially for events that are close together where there isn't sufficient time to reconcile between (and stops too much cash floating around)
- There was some discussion about the quantity and type of **snacks on offer at the disco**. This as a result of there being a reported shortage during the Junior disco. There have been conflicting reports about this (some say there wasn't enough, others report certain children buying multiple packs of crisps etc). We concluded that we can't and shouldn't be expected to police snack consumption and - as this hasn't previously been an issue - see what happens at the next disco.
- **Glosticks** - beloved by children, but not really very 'glo-y' in the height of summer. Is there a better alternative for next summer's disco?

CUPS

There was a shortage of cups at the disco (Netty had to wash and reuse a large quantity) and, in addition, all members agreed there are environmental issues around using polystyrene/ plastic cups in such large quantities.

- Netty suggested it might be worth looking into washable, more durable alternatives.
- It was also suggested that children bring their own bottles into the disco to save on wastage

ACTION: ALL, please research alternatives and their price points. They must be able to withstand heat and cold. Ikea may be a good option. At present we paid around £1 for 10-15. Obviously reusable options will be considerably more, but might be better in the long term - and assuage our environmental guilt!

EAST Storeroom

We urgently need to take care of housekeeping matters in our storeroom area. Some serious defrosting needs to happen, or we run the risk of losing our fridge. Netty has done a great job of sorting some things out, but the following are required:

- Inventory needs to be taken
- Stock needs to be labelled
- Urns must be descaled
- Fridge & freezer defrosted

ACTION: EMMA HOUGH/ AMANDA, might you be able to let us know if and when you're in school during the holiday so that some of us might be able to come in and undertake the above? Any volunteers?

EVENTS CALENDAR FOR AUTUMN TERM

1. Treaty Friday* (renaming welcome)

EK proposed an on-playground, after school event to raise awareness and profile of EAST among parents.

- First Friday of the month
- Immediately after school
- Sale of treats and also a small competition

Dates would therefore be: Friday 5th October (Cakes & how many buttons in a jar (book voucher prize)
Friday 2nd November
Friday 7th December

**ACTION: £10 book voucher to be purchased as prize (NETTY)
Buttons in jar game (NETTY)
Cakes needed (no nuts) - (EK, KD, IS + additional)
Volunteers needed to man the stands on these days**

2. Take home quiz

We discussed implementing a quiz or quizzes into our calendar (more below). For the autumn term, Netty & Phil proposed a take-home quiz, which people could complete at home for a prize. Advantages: no cap on participants, no risk of low attendance, might encourage parents to attend an actual pub quiz for our benefit later in the year.

**ACTION: Phil & Netty to make first enquiries about quiz content
Dates required for start and deadline - to be discussed next**

meeting

3. Lantern Festival

Following on from our discussion last meeting we would like to move forward with this event, which we believe will be a unique and fun one.

- Proposed date, Friday 7th December (ie to coincide with Treaty Friday) 4-6pm
- Stalls to form a kind of Christmas market. Flat fee for stallholders (£10-20?)

- Food offerings
- Lantern walk
- Music

We believe we should open this out to the broader community, especially if we are to offer a christmas market experience.

A separate document will be circulated asap with further details, and will be discussed next meeting

4. Carol Concert

We will sell mince pies again at this event.

ACTION: AMANDA, could you let us know the date of this, please?

5. Christmas Disco

In principle this will happen the final Monday before Christmas (17th December)

**ACTION: EK to ask CELIA if this has already been rebooked
Roster and supplies to be discussed next meeting**

ADDITIONAL EVENT SUGGESTIONS

- Treasure Hunt Quiz - suggested by Ingrid. Possibly one for over a holidays?
ACTION: INGRID to think on this
- Pub Quiz - can we ask the Social Club to run one on our behalf in 2019?
ACTION: PHIL to ask Rachel Allen about this
- Golf Day - as suggested by Laura Good. Hopefully we can hear about this at the next meeting
ACTION: LAURA GOOD
- Cash for chores/ Smarties fundraising: Em shared an idea where children are given a tube of smarties and, when they've eaten them, are encourage to fill it with 20ps or loose change. Karen suggested a cash for chores might be a good idea (and is less prescriptive. Could also be a box of raisins or equivalent...
ACTION: To be discussed next meeting

COVERED BIKE RACK

Karen pointed out that we have funds allocated to build a covered bike area, which hasn't yet come to fruition.

ACTION: INGRID to speak to Amanda and find out more

PTA WISHLIST

We agreed that parents may be more likely to get involved if they're more aware of what we're fundraising for. With that in mind:

- Could **AMANDA** ask staff for their wishlist at an early staff meeting?
- Please **ALL** think about our own wishlists
- When this is collated, posters to be made for noticeboard to alert parents of our fundraising goals

BANNER

Em suggested we investigate getting a banner to put up at our events. Can either get one printed on vinyl or produce via a sewing bee.

ACTION: EM to get quotes for next meeting for vinyl options

NEXT MEETINGS:

<p>Wednesday 12th September, 7pm @ School Thursday 11th October, 7pm Thursday 15th November, 7pm</p>
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