

## Minutes of PTA Meeting

Wednesday, 7<sup>th</sup> November

3.30pm – 4.30pm

### 1, Welcome to all!

It was great to see lots of new faces! Outlined the need to encourage more people to get involved who then will also encourage friends to join in a marvellous PTA snowball!

### 2, Introductions to new (and existing!) Committee members:

Committee members present were able to introduce themselves, and we also met two of the three brilliant parents who have volunteered to be Treasurer. The full Committee for 2018/19 is listed in **Appendix 1**.

### 3, Proposed events:

We reviewed the proposed events for this term, and introduced those who were already named as event coordinators. We were also able to fill some of the gaps with those kind people who were at the meeting.

The main discussion was around the **Santa Event**, to be held after school on Friday, **7<sup>th</sup> December**. The proposed time was **3.30pm – 7.00pm**, and would involve some stalls and the chance for everyone who wants to see the great man to visit Santa.

***Please note** – this event (and all other PTA events!) will rely on helpers from the parent body. This is traditionally one of the major money raisers for the school and so we will need lots of support to maximise revenue for the PTA coffers, as well as fun for those involved!*

For the full list of proposed events currently in the calendar, as well as their coordinators, please see **Appendix 2**.

### 4, Additional helpers needed this term

We reviewed the projects we have coming up and tried to put some names to tasks, as follows:

- PTA Facebook page – Lauren and Laura to coordinate
- PTA Clothing bin – Catherine Jones (Yr 1 and Yr 3) to coordinate
- Christmas raffle – Tracy to collect stubs and money.
- Sourcing additional raffle prizes – Faye and Naz to coordinate
- Wrapping the hampers – Charli to coordinate
- Helping out at Santa Event (including planning, shopping for food/presents, liaising with Santa, setting up/clearing away the Grotto, creating posters/signage, kitchen duties..)
  - To be discussed at next meeting!

### 5, AOB

1. Heather outlined plans for next Film Night and asked for feedback on choice of film and provision of food. Meeting decided to increase the ticket price to £3.50 to include a slice of pizza (Heather is arranging delivery) and 2hrs' childcare!
2. Dawn raised the issue of Match Funding where parents' employers match the money raised for their chosen charity. **ACTION:** FB to circulate Match Funding info.
3. Parents not currently on PTA WhatsApp to be added. More parents to be invited to join!

### 6, Date of next meeting

Wednesday, 21<sup>st</sup> November at 3.30pm at the school, with main focus on Santa Event!

## Appendix 1

### Committee Members for 2018/19

- Chair – Fiona Barratt
- Secretary – Niamh Hunter
- Treasurers – Leena Shah, Jahnvi Pandya, Richard Poulton
- Class Reps Coordinator – Clare Harries
  - Reception: Kirstie and Jamie Buckridge
  - Year 1: Laura Benney and Laura Kennedy
  - Year 2: Sangheetha Mani
  - Year 3: Clare Harries
  - Year 4: Philippa Rayner
  - Year 5: Belinda Brett
  - Year 6: Niamh Hunter
- Film Night Coordinator – Heather Blakey
- Cake Sale Coordinator – Faye Bell

## Appendix 2

### Proposed future events, including their Coordinators.

*NB, The year groups for Coordinators' children are also included so that you know where to get hold of them to offer your support! 😊*

- 16<sup>th</sup> November – Film Night
  - Coordinated by Heather Blakey (Yr 1 and Yr 3)
- 23<sup>rd</sup> November – Non-Uniform Day in exchange for hamper donations
  - Hamper wrapping coordinated by Charli Tizard (Yr 1)
- 23<sup>rd</sup> November – Quiz Night
  - Coordinated by Fiona (Yr 3 and Yr 5)
- 7<sup>th</sup> December – Santa Event
  - Coordinated by Naz Odemir (Yr 1) and Dawn Poulton (Yr 1)
- 13<sup>th</sup> December – Christmas Cake Sale
  - Coordinated by Faye Bell (Yr 1 and Yr 5)
- 14<sup>th</sup> December – Christmas Film Night
  - Coordinated by Fiona/Heather
- 19<sup>th</sup> December – Christmas Jumper/Fancy Dress in exchange for £1.00
- 21<sup>st</sup> December – End of Term

### 2019 events:

- 2<sup>nd</sup> February – Disco for Grown Ups!
  - Coordinated by Faye
- 6<sup>th</sup> April – Easter Event
  - Coordinated by Lauren White (Yr 3) and Sangheetha Mani (Yr 2)
- 11<sup>th</sup> May – Hitchin Primary Schools Fair in the Square (FITS)
  - Coordinated by Tracy Westgate (Yr 1)
- 29<sup>th</sup> June – Summer Event
  - Coordinated by Clare Harries (R and Yr 3) and Jahnvi Pandya (R)