

## Minutes of PTA Meeting

Wednesday, 23<sup>rd</sup> January

3.30pm – 4.30pm

### 1, Welcome to all!

Usual welcome and greetings to all.

### 2, Overview of forthcoming events:

#### **Fair in the Square (FITS), led by Tracy Westgate (Yr 1)**

Tracy has very kindly agreed to act as the Mary Exton rep for FITS planning. FITS takes place on **Saturday, 11<sup>th</sup> May between 10am-2pm** and all Hitchin and local primary schools usually have a stall there.

At the recent FITS meeting, we were given the Chocolate Tombola stall again. Tracy asked for feedback from the meeting about taking part in the FITS raffle and it was agreed that we would donate a prize in order to be included. This means that raffle tickets will be coming home for Mary Exton parents to sell at some point.

- *Action: Tracy to liaise with Mrs Paterson re. Non-Uniform Day in exchange for chocolate*
- *Action: Tracy to forward on raffle FITS raffle tickets when they are ready for distribution*
- *Action: Tracy to liaise with Mrs Paterson about a Mary Exton group who could perform on the day*

#### **Easter Eggstravaganza, led by Lauren White (Yr 3)**

Lauren has hit the ground running regarding organising this event. She has already booked in the small animals who will be keeping us company and has some great ideas for stalls and activities on the day.

The event will be running on **Saturday, 6<sup>th</sup> April between 10am – 1pm** and will feature an Easter Egg hunt, facepainting, craft activities, a chance to visit the animals, and various stalls from individual year groups with things to sell and/or money raisers.

The meeting agreed to charge an entry fee of £5.00 for children and £1.00 for adults. Once at the event, the only additional costs would be for food and drink, and raffle tickets (some of which could be purchased in advance). All on site activities and the Easter Egg hunt would be included with the entrance fee.

- *Action: Lauren to liaise with Mrs Paterson re. Non-Uniform Day in exchange for Chocolate Eggs*
- *Action: Lauren to approach LV= and/or Belvoir estate agents re. sponsorship*
- *Action: Lauren to liaise with Mrs Paterson re. suitable activities that can take place in school and then be monetised at the event*
- *Action: FB to organise Easter raffle tickets – lottery license is in place.*
- *Action: FB to email additional estate agents re sponsorship opportunities*
- *Action: FB to liaise with Richard (Treasurer) re. profitability of kitchen at Christmas Event. Could possibly offer to do hotdogs at this event as well.*

#### **Summer Event, led by Clare Harries (R, Yr 3)**

Clare has already started thinking ahead to the Summer Event, which will be taking place on **Saturday, 29<sup>th</sup> June**. She is looking for people to perform at the event, and Mrs Paterson was able to suggest some groups associated with the school premises: Sea Cadets, Pilates group and Scouts.

- *Action: Clare to follow up as appropriate*

### **Film Nights, led by Heather Blakey (Yr 1, Yr 3)**

The next Film Night will be on **Friday, 1<sup>st</sup> Feb** showing *Hotel Transylvania III*. Heather flagged some possible diary clashes with forthcoming Film Nights and requested someone to take over the event planned for 10<sup>th</sup> May.

- *Action: Heather to sound out friendly souls about possibly shadowing her for forthcoming Film Nights with a view to handing over to them for 2019/20.*

### **Cake Sale, led by Faye Bell (Yr 1, Yr 5)**

Faye very kindly agreed to run a Valentines Cake Sale on Thursday, 14<sup>th</sup> February.

- *Action: Faye to work her cakey magic*

### **3, AOB**

1. Mrs Paterson outlined new Comms plan from school. All messages to be sent out as attachments on a Friday, to avoid parents receiving too many emails throughout the week. Clare offered to forward on all PTA Comms to Class Reps, who can then distribute within their year groups as appropriate. PTA email account needs to be made GDPR compliant.
2. Parents not currently on PTA WhatsApp to be added. More parents to be invited to join!

### **4, Date of next meeting**

Wednesday 27<sup>th</sup> February – Main focus will be Easter event.