

PTA Meeting Minutes 21/11/18

Present - Paul Wightman, Charmain Dibben, Keri Purnell, Heather Bailey, Mark Crawley, Michelle Franks.

Apologies - Craig McKee, Rachael Fletcher, Georgina McCarthy, Angela Scott, Liz Appleyard, Claire Wightman

- A non-school uniform day has been agreed for Friday 7/12/18 in order to collect chocolate donations for the tombola. **Action - collection and processing donations, Keri, Char, Mark and potentially Heather and Paul. Paul to confirm where donations can be stored.**
- Keri gave an update with regard to the successful recent disco.
- Two requests for funding received:
 1. Mr McKee has requested that the PTA considers funding a taxi for 10 children (one per month) to visit and return from Arden House care home in Leamington Spa. This would be to take part in crafting activities with the residents. A decision has been deferred pending more detail.
 2. Mr McKee has requested that the PTA considers funding the lease of computers for the ICT suite. He proposed that the PTA funds half the costs at approximately £4500 a year. A decision has been deferred pending more information. **Action - Paul to chase PTA financial information**

Xmas Fayre Plans

- Charmain attended the school this morning to review the space being made available to us. The school hall, resources room, and two classrooms provide ample space.
- **Action - Michelle and Keri to check how many raffle prizes we have and Xmas gifts.**
- **Action - Keri to source glasses for prosecco.**
- **Action - Michelle to do a count of the tables we have for use.**
- **Action - Char to approach stallholders for raffle donations.**
- **Action - Keri and Michelle to approach a number of individuals and ask if willing to be Santa.**
- **Action - Charmain to produce forms for Santa bookings and stallholder information.**
- Santa booking forms will be sent home with children to be returned to school with a payment of £3 per child by the 7th of December.
- Keri has added roles as follows to PTA social:
 - Refreshments - 3
 - Games - 2 (in addition to Heather)
 - Raffle - to be manned by Paul
 - Craft room - 3 + face painter (in addition to Keri)
 - Chocolate tombola - 6
 - Santa - Santa + 2 elves (Mark volunteered to be one of the two elves)
 - Set up - 3 for Santas grotto plus additional
 - Run the bar.

- **Action - Keri to design poster**
- **Action - Keri chocolate tombola labels.**
- **Action - Paul to source temporary alcohol licence.**
- **Action - Char and Michelle to purchase alcohol.**
- **Action - Mark to set up closed PTA Committee members Facebook page to aid comms.**
- Heather updated on games ideas. **Action - Heather to source prizes.**
- Keri updated on craft ideas.
- Charmain gave a rundown of the 8 stalls which are now filled.

Next meeting

To be held at The Monty on Wednesday 5 December at 6.30pm, **focussing on the Christmas Fair.**