



Parent Teacher Association

Charity Number: 1123348

Needwood CE VA Primary School PTA

Minutes of the meeting held on: Tuesday, 3 October 2017, The Old Bakers Coffee Shop, Newborough, 2.15pm to 3.25pm

Present: Annie Allsopp (Chair), Julie Beveridge (Treasurer), Jo Ward (Vice Chair), Carolyn Tyrell (Vice Treasurer), Liz Shepherd and Helen Hayes (Vice Secretary)

Apologies: Helen Neeson

Minutes of the previous meeting

The minutes of the AGM held on 22 September 2017 would be discussed fully at the next meeting. It was noted that decisions on applications for funding for outdoor equipment were still outstanding.

100 Club

Precise take up on this was still being calculated but it was likely that more members should be encouraged.

Action:

- AA to arrange for promotion of the 100 Club at Worship and through the newsletter - *done*

Disco on 13 October 2017

The date of the disco had had to be changed from 20 to 13 October to secure the DJ. Timings of 4.30pm to 6pm had been agreed at the AGM as this had worked better in the past for parents and the DJ. It was agreed to keep the

price at £3 per child. Raffle tickets would be sold on the door for £1, prizes would be chocolates and/or champagne depending on sales. Signing in sheets would have children's names already printed on them and any parents leaving their child would need to give a contact telephone number. Similar pre printed sheets would be used for issuing snacks. Glow sticks would be handed out on entry. As previously, Class one parents would be asked to help at the event.

Action:

- AA to source drinks, cups, haribo, raffle tickets, raffle prizes and glow sticks - *done*
- HH to source crisps
- AA to advertise disco on the whiteboard outside school and in the newsletter - *done*
- AA to send out the duty rota to Class one parents - *done*
- AA to organise signing in and snack sheets
- AA to check on the availability of first aiders and first aid kit
- AA to confirm DJ for the Christmas disco

Christmas cards

It was noted that these had been sent home with children on 2 October with a return date of 13 October.

PTA Christmas gift

It was agreed that the PTA would buy each child a gift, and as in previous years this would be a book.

Action:

- AA to ask HN to source and purchase books - *agreed*
- AA to check on requirements for Santa

Secret Santa at the Christmas Fair

It was agreed to continue with this popular stall. A variety of good costing between 50p and £2.50 would be needed, with about 15 of each item.

Action:

- JW and all to come up with ideas and bring ideas for items to next meeting

Inventory of the PTA Cupboard

Action:

- AA to take an inventory of the PTA cupboard

PTA Communications

It was agreed that more needed to be done to promote who the PTA are, what they have done in the past and what they are doing now. Setting out what happens when and what is needed/expected would help new and old parents alike especially in the busy run up to Christmas. The possibility of finding sponsors for newsletters was raised.

Action:

- JB to explore social media opportunities
- HH to draft a newsletter for all parents

Non uniform day - 17 November

The next non uniform day on 17 November would be to collect items for inclusion in the hampers to be raffled at the Christmas concerts.

Action:

- AA to add 17 November non uniform day to the calendar on the newsletter when agreed

Christmas Fair

- AA to add 24 November to calendar and newsletter when agreed
- AA to add to newsletter week commencing 16th Oct- request for bottle donations for tombola
- AA to discuss stall holder arrangements with Helen Neeson

Next Meeting

Tuesday 9 November at 2.15pm in the Old Bakers Coffee Shop. This meeting would focus on the Christmas Fair. Further meetings throughout the 2018 diary scheduled - to be agreed