

Needwood CE (VA) Primary School

Meeting Minutes

Present: Annie Allsopp, Jade Waterhouse, Sally Cooper, Vicki Gadby, Jo Ward, Carolyn Tyrrell, Deb Summers and Gemma Rees

Apologies: Liz Shepherd, Julie Beveridge, Helen Neeson, Helen Hayes and Lisa Anderson

Date: 9th November 2017

Location: Old Bakers Coffee Shop

Time: 2:15pm – 3:30pm

Minutes of previous meeting agreed.

Actions relating to previous meeting:

1. The treasurer Julie Beveridge has confirmed there is enough funds to cover the coach cost for the school pantomime trip. The total cost being £450.00 an increase of £100.00 compared to last year. It has been agreed to cover the cost of the coaches as in previous years.
2. Annie Allsopp has checked most of the stock in the PTA cupboard.
3. Now the school office is fully staffed it should be easier to put PTA notifications and advertisements in the school newsletter and on the PTA information board.

Items to Discuss:

1. Annie Allsopp wanted to express her appreciation of the help and support given to the PTA.
2. As it stands at the moment we have 3 confirmed stalls for the Christmas Fair, including a double stall for Feathers & Oak and there are others who have agreed and are yet to submit confirmation forms. Gemma Rees, Deb Summers and Annie Allsopp are going to get in touch with other companies that maybe interested. The contact details of those stall holders who cannot make the Christmas Fair will be passed to Deb Proctor and Sarah Orme, Members of the Well Dressing Committee.
3. A number of local companies have very kindly donated a number of raffle prizes for the Christmas Fair. Annie Allsopp will mention these companies when drawing the raffle and they will be mentioned on the school newsletter.
4. Set up for the Christmas Fair will commence at 1:15pm.
5. Gemma Rees is to purchase, tea, coffee, sugar, paper plates, napkins, milk, orange and blackcurrant squash.
6. Leanne, Carolyn, Annie, Jade and Vicki are going to make cakes to sell at the pop up tea room. Gemma Rees is going to ask Jenny Thackham for a cake donation.
7. Annie Allsopp is going to check with Mrs Gethin if her mum can make a fruit cake for guess the weight competition at the Christmas fair.
8. We only have 3 bottles donated for the bottle tombola so far. There is no non uniform day to bring in donations as in previous years. The school office will be sending out an email to all

parents.

9. Annie Allsopp has got raffle tickets.
10. Sally Cooper is going to organise the Rudolph nose grid.
11. The PTA will also run guess the Lego and sweets in jar stall. Jason Orme and Deb Proctor have agreed to cover half hour each to run the nail bar/ tattoo studio on behalf of the PTA.
12. It has been confirmed with school that the children will run the enterprise stalls as in previous years.
13. The Secret Santa presents still need to be purchased.
10 lots of 15 items costing between 50p and £2.50 are needed.

Jade Waterhouse - Dad's presents

Gemma Rees – Mum's presents

Deb Summers – younger and older girls

Annie Allsopp – Babies and toddlers

Jo Ward – wash items

Carolyn Tyrrell – younger and older boys

Sally Cooper – sweets

Vicki Gadby – 20 small selection boxes

Annie Allsopp is going to purchase wrapping paper, labels and sellotape.

14. Wrapping the Secret Santa items and the books will take place at the Old Bakers Coffee shop on Friday 17th November at 9.00am. Any help is much appreciated.
15. Posters advertising the Christmas Fair have been handed out to be displayed in the local area and the event is promoted in the Hanbury parish magazine for November and December.
16. The Christmas Disco is on the 15th December, 4:30pm – 6.00pm. Nick has been booked.

Lots of stock is left over from the last disco and what we don't have Annie Allsopp will purchase. It was agreed that Annie Allsopp will purchase a Christmas novelty gift for each child attending the disco as well as a glow stick. This will cost approximately 50p per item.

Annie Allsopp is to also purchase the raffle prize, an advert will be put in the School newsletter and a rota will be proposed for class one parents and added to school bags prior to the event.

17. The School Christmas party will be on the 19th December. Helen Neeson has confirmed Santa booking and Keira Neal has confirmed she can supply the Santa outfit.

Helen Neeson has labelled the books and these will be handed out to each child as in previous years.

Annie Allsopp has provisionally booked Phat Magic for 1:00pm – The time needs to be confirmed with school. He will also provide a balloon animal for each child. The total cost of this is £50.00.

18. Gemma Rees is to speak to Katie Spencer regarding the wrapping of the Christmas hampers.
19. The PTA have agreed to remove the letter to Santa from the schedule this year due to time constraints and poor take up last year.
20. Gemma Rees, Julie Beveridge and Helen Hayes are to organise a date for the PTA Newsletter.

Next PTA Meeting: Monday 18th December, 9:00am at the Old Bakers Coffee Shop