



CHARLOTTE HOUSE PTA

MINUTES OF PTA MEETING HELD 29 April 2021

VIRTUAL ZOOM MEETING

In attendance: Dan, Nameeta, Penny, Mai, Ali, Gemma, Claire, Kim, Adam, Sarah, Korede, Raji and Elisha.

Summary: to summer event and future events in next academic year

Discussion Point	Action
ITEMS 1 & 2 - WELCOME & APPROVAL OF MINUTES Dan opened the meeting welcoming the attendees. Dan sought approval of the minutes for the meeting held on 25 th March 2021 that had been circulated by Nameeta ahead of the meeting. The minutes were approved.	
ITEM 3 – EVENTS Summer Event- It was noted that the PTA event would be on 3 rd July between 2-4pm and not as previously mentioned on 26 th June. The prep sports day would be held on 26 th June as the school field that prep sports day is held on was not available on 3 rd July. It was noted that at the last meeting it had been agreed that a movie night in lieu of a summer fair would be the most appropriate given the current situation in light of covid restrictions. Whilst everyone was hopeful things would improve by 3 rd July and restrictions would be lifted, it was not certain so everyone agreed that a traditional summer fair would not be possible this year. Penny noted that the girls had spent a lot of time watching a screen over the last few months and if an alternative may be possible. Her suggestion was to have Mr Marvel/entertainer for the younger girls and for the older ones to hold a circus skills interactive session. Whilst this would have more outlay in terms of cost, it would remove them watching another screen. This could be split into different bubbles with both entertainers providing 2 shows and bubbles split between Nursery/reception; Forms 1 & 2. They would watch Mr Marvel/magician and Forms 3& 4 and Forms 5 & 6 who would participate in circus skills. There was discussion on extending the event to 2 hours to make it a special event such as a garden games and refreshments for the other hour in the garden weather permitting. There would be a "plan B" if the weather did not allow for this such as a movie.	



CHARLOTTE HOUSE PTA

It was noted that the shows would last an hour each and there would be 2 consecutive shows with the second bubble being in the garden while the first bubble watch/participated in the show. Thereafter the bubbles would swap.

It was agreed that Ali would speak to Mr Marvel and Penny would contact the circus skills company to book for 3rd July between 2-4pm.

In terms of how the event would be managed/monitored between teachers and parents. It was agreed that the teachers would be asked to help with the shows inside and parents would monitor the garden event. All volunteers would need to do lateral flow tests prior to coming to ensure that current guidelines (which could change) were met.

Penny would check what suitable games/other activities were available and let Nameeta know. It was agreed that if more/new games were needed, the PTA could look to fund some out of current funds.

Dan asked anyone who was interested in volunteering to let Nameeta know. (Volunteers so far: Dan, Nameeta, Claire and Korede).

It was agreed that if other activities were to be offered to supplement funds it should be simple which did not take much organisation or cost much. It was agreed that any stalls would be held off for this year to avoid any issues with restrictions. One exception was to have a raffle through donations made by parents which could be collected at the end of the school year. Children could bring raffle tickets home and parents could send the stubs and money for the tickets they have purchased back to the school. It was agreed that this was something that could be added in at the last minute. It was noted that a gaming licence would be needed to run a raffle. It was also suggested to this could be done online and companies were available to run it who took a commission for providing the service. It was agreed that Sarah would get details and pass these on.

It was agreed that instead the children would be given party bags when leaving which would be included in the price of the event. Korede offered to donate party bags (contents and bags) for all children who were going to attend. It was noted that the PTA would be happy to provide funds to help with this or to help with filling them up.

It was agreed that there would be no catering as such but water etc would be provided.

It was agreed that the cost of tickets that the PTA would charge would depend on the cost of the entertainers and any outgoings. This would be finalised at the next meeting once costings had been obtained.

It was agreed that rather than have a sub-committee set up, a further PTA meeting would be arranged which would make decisions and finalise plans for the summer event.

Ali (Mr Marvel)
Penny (circus skills company)

Penny to check games/activities were available

Sarah to send details of online raffle

Korede



CHARLOTTE HOUSE PTA

2021/2022 events

Panto- Dan confirmed that the Panto (Aladdin) had been provisionally booked for 4th December. There would be 2 shows at 12 noon and 3pm. The cost would be £ 950+VAT. Dan had negotiated that if the show needed to be cancelled due to Covid or adverse weather conditions then either we would get a full credit against a show in Dec 2022, or they would defer the performance to January 2022. It was agreed by all attending that this could be confirmed.

Further funds could be raised through mulled wine sales, Santa grotto etc.

Other events:

School uniform sale: It was noted that a school uniform sale just before the new term started would be held (likely to be around 2nd September) rather than once the term started. It was noted that Ali would reach out if she needed help especially as it was in the holidays. It was noted that there would be a summer sale for new parents for nursery and new joiners. This would be in July.

Parent only events: It was agreed that a parent only event early in the autumn term would be a good idea. The cheese and wine evening had been successful, and the quiz night had been postponed last year. Once there was a better idea around restrictions similar events could start being planned around Christmas.

It was agreed that a PTA social event would be held early in September.

The Dinner and Dance would be a joint social event between the school and PTA. It was agreed that this would be held over to the Spring term.

Bingo: It was noted that the family bingo event that had been held had been successful and was a lot of fun which the children did enjoy and was well received.

Other ways to raise funds:

Purchase of Plastic tables and chairs and then hire out. It was noted that there was no storage available at the school. It was agreed that the purchase of plastic crockery and cutlery was something that would be looked into once restrictions were lifted.

Item 4 - AOB/FINANCE UPDATE

Clare confirmed that there was a large number of receipts totalling approximately £1000 from the last uniform sale had come in. Ali



CHARLOTTE HOUSE PTA

confirmed that more money was to come in. It was noted that a large proportion of this would need to go back to parents and therefore only about £600 would go to the PTA.

A discussion ensued in relation to whether there should be a change to a 50:50 split (rather than the current 25:75 split, with 25% to the school) between how much the PTA retained for any sales of school uniforms. It was noted that this would be consistent with other schools in the area. It was agreed that the change to the split would take effect from September 2021 and a communication to parents would be sent out to notify them of this change. It was agreed that the terms and conditions of the uniform sale would need to be reviewed and updated.

Penny confirmed that there were no new purchase targets requested from the school.

Nameeta to review

ITEM 8 – DATE OF NEXT MEETING

It was agreed that this would be held on 10 June 2021 at 8pm.