**MINUTES OF PTA MEETING HELD 10 June 2021**

**VIRTUAL ZOOM MEETING**

In attendance: Dan, Nameeta, Penny, Korede, Shalini, Chris, Adam, Pooja, Ali, Kim and Gemma.

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

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| **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 29th April 2021 that had been circulated by Nameeta ahead of the meeting. The minutes were approved. |  |
| **ITEM 3 – EVENTS**  **Summer Event – 3rd July 2021**  Dan confirmed that the entertainers had been booked. In summary there would be a circus workshop for the older girls at a cost of £354 inc. VAT. For the younger girls Magic Karl had been booked (Magic Dave was not available). The cost was £400 inc. VAT. The total cost was £754.  In terms of other expenses there would be some costs around water bottles, and costs associated with equipment of the glitter bar. Korede had kindly agreed to donate the party bags. Korede confirmed that she would be putting in a sun catcher, bubbles and Haribos. She was intending to make 100 bags (there were 126 pupils). It was estimated that the cost of the event would be between £754-£800.  In terms of garden games, Penny confirmed that there would be sufficient games in school plus the girls would be happy to run around with their friends.  It was agreed that the cost of the tickets would be £12 per child.  In case the weather was wet, Penny would devise an alternative plan for the garden activities to be indoors.  In terms of volunteers, Penny had confirmed that some of the teaching staff had volunteered and a number of parent volunteers had been in touch with Nameeta who was keeping a list and others were asked to contact Nameeta. Penny confirmed that only DBS checked volunteers would only be allowed to accompany girls to the bathroom.  It was agreed that parent volunteers would only be allowed outdoors unless accompanying a child to the toilet.  It was also agreed that a glitter bar with tattoos and nail painting was a good idea. It was agreed that this would be manned by parent volunteers.  It was agreed that the online raffle would be postponed due to insufficient time to set up. It was agreed that a raffle would be planned for Christmas. It was noted that a platform needed to be set up and organised. Chris agreed to look into the in more detail. Sarah agreed to send on the information that she had to the group.  **2021/2022 events**  **Autumn events**  **School uniform sale:** It was noted that a school uniform sale just before the new term started would be held on 3rd September between 10-12pm. Mrs Mulligan would work out drop off times during the holidays so that items could be priced. A communication would go out prior to the end of term and then again during the holidays. Ali confirmed that there probably be sufficient helpers to price and help on the day. Penny confirmed that some members of staff would also be available. If Ali needed any more help, she would put a message on the WhatsApp group.  Nameeta apologised for not finalising the guidelines but would look at these asap. It was agreed that Ali and Nameeta would work together to finalise these.  It was noted that in any communication it would be noted that there would be a change to the split as of September 2021.  **PTA social event:** It was agreed that this should be held early in the term. 16th or 23rd September was mooted as options. Penny confirmed that a parent workshop evening to meet the form tutor would be held early in the term and it may be a good idea to tag the social at the end of this evening. It was agreed that a social event would be held after the workshop in the school with canapes, wine and beer.  **Parent only events:** It was agreed that discussions around the parent only events would held over to the next meeting.  **Panto:**  Dan confirmed that all was booked for 4th December with 2 shows one at 12 noon and the other at 3pm. Deposits had been paid. | Chris to look into  Nameeta and Ali to finalise  Ali to work with Mrs Mulligan  Penny to confirm date of parent workshop. |
| **Item 4 – Funding Targets**  Penny explained that some new play force equipment for garden was needed. The equipment could be used by all girls in all years and was great for outdoor learning.  The cost of the equipment was £3K incl. VAT  It was agreed by all those present that the PTA would be happy to fund this purchase. | Dan/Claire to provide funds to School for purchase. |
| **Item 5 – AOB**  Penny thanked all members of the PTA for their continued support and help in a difficult year and organised events through different medium. |  |
| **ITEM 6 – DATE OF NEXT MEETING**  It was agreed that this would be held on 23rd September at 8pm on Zoom. |  |