**MINUTES OF PTA MEETING HELD 23 September 2021**

**VIRTUAL ZOOM MEETING**

In attendance: Dan, Nameeta, Amanda, Charlie Francis, Claire, Monique, Pooja and Adam.

Summary: to plan events for Autumn term

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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 23 September 2021 that had been circulated by Nameeta ahead of the meeting. The minutes were approved.  |  |
| **ITEM 3 – EVENTS****Welcome drinks – 9th September 2021**All attending agreed that the drinks reception hosted by the PTA was well received and it was a good way to see parents after a very long time.**Comedy night – 27 November 2021**This would be a parent only event. Dan confirmed that he had provisionally booked the Out of Bounds comedy company and Chorleywood Memorial Hall. The comedy company had run similar events at the Memorial Hall before. Penny confirmed that she was happy about the event.The event would be open to all school parents and family and friends. Teachers and all staff were very much encouraged to attend as well, and Charlie agreed to pass the information on to staff. It would be a ticketed event.In terms of the cost of the event:Comedy company total £950Memorial hall £200Total £1,150Deposits had been paid and both organisations had confirmed that should the event have to be cancelled due to covid then costs would be held over to another time when the event could go ahead.It was noted that the hall could accommodate 200 people in theatre style seating. It was hoped that 150 tickets could be sold.It was agreed that the costs could be recouped via ticket sales, and money could be made on drinks and food. A discussion took place around the cost per ticket.Alcohol drinks could be sold for £4. There would also be non-alcohol drinks as well. The event was scheduled to start around 8pm. It was agreed that dinner was not appropriate but bar food such as crisps, peanuts and possibly samosas which could be eaten on plates on laps during breaks would be appropriate.It was agreed that tickets would be £12.50 with food and drink to be charged separately. Volunteers would be needed to run the bar and food.It was agreed that a card payment machine would be a good idea to invest in which could be used for different PTA events.**School Pantomime 4th December 2021**The Pantomime booked was Aladdin and Dan confirmed that everything was booked for 4th December with 2 shows one at 12 noon and the other at 3pm. Deposits had been paid. The cost of the shows was £1,140 all inclusive. There was also an agreement with the company that should the event not go ahead due to covid then the shows would be postponed to next year.It was noted that the secret present room was usually run by the staff on the same day and Christmas lunch and the class parties. There was a lot of preparation involved in the event. Charlie confirmed that staff were happy to run the event during the school festivities.It was agreed that rather than have children stay from 12 noon until the end of the 2nd show, families would come for the show that they had booked. There could be some stalls around to sell items such as flashing wands etc. or provide food and drinks such as a tuck shop/candy cones, popcorn, mince pies, mulled wine etc. It was noted that the flashing wand sales at the last pantomime did very well and something similar should be sold at this coming event also. Previously the wands were sold for £4.There could be a craft station for the children.There was a discussion around having raffle tickets. This would involve a gambling licence but could be done either online or in person. Parents could be asked to donate. However this would mean that parents would be asked to donate twice (as they would be asked to donate for the secret present room) which may not be that well received. For bottle and chocolate donations a mufti day was usually held. Parents with businesses could be asked to donate items/services etc. It was agreed that Charlie would speak to Penny.Ticket sales: It was agreed tickets could be extended to siblings but not wider than the school community.Charlie confirmed that she would check the capacity Jubilee hall so that ticket costs could be confirmed. It was agreed that the range would between £5 kids and £7.50 adults. **Smaller event**It was agreed that focus should be on the two large events taking place in the second half of the term.**2nd Hand Uniform sale**It was noted that the next 2nd hand uniform sale was due in April. **2022 Events**It was noted that at previous meetings members had liked the idea of a ball/dinner and dance which could be addressed at the next meeting. | Charlie to check with Penny as to when mufti day and other donation requirements would be held/needed.Dan to confirm prices once established hall capacity. |
| **ITEM 4 – FUNDING TARGETS**The new play force equipment that Penny had ordered had been delayed. Penny had asked for a refund and was expecting to receive a full refund. |  |
| **ITEM - FINANCE UPDATE**This was held over to the next meeting although Dan noted that a large amount of money had been raised through the second hand uniform sale just before the start of term. |  |
| **ITEM 6 – AOB*** It was noted that there was a CHP PTA Facebook page which was not really utilised. Monique confirmed that she was happy to send out notifications and revamp it.
* Dan would speak to school office regarding the welcome PTA letter which should be circulated to new parents
 | Monique to look at the CHP PTA Facebook event.Dan to speak to S Mulligan re newsletter |
| **ITEM 7 – DATE OF NEXT MEETING**It was agreed that this would be held on 11th November 2021 at 8pm on Zoom. |  |