**MINUTES OF PTA MEETING HELD 25 March 2021**

**VIRTUAL ZOOM MEETING**

In attendance: Dan, Nameeta, Ali, Claire, Pooja, Penny, Sarika Kotecha, Chris Gardner, Mimi Gardner, Raj Bapodra, Adam Marshall, Veerag Shah, Adam Marshall and Sarah Marshall,

Summary: Update on first terms events and to discuss future events in the current Covid-19 climate

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 - WELCOME & APPROVAL OF MINUTES**  Dan opened the meeting welcoming the attendees.  A special welcome was given to Chris and Mimi whose daughter would be joining CHP next term.  Dan sought approval of the minutes for the meeting held on 12 November 2020 that had been circulated by Nameeta ahead of the meeting. The minutes were approved. |  |
| **ITEM 3 – EVENTS**  **Story Telling** – The event had been very well received and all feedback had been very positive. It was noted that it was not very expensive to run.  **Second hand uniform sale** – Ali confirmed that Katherine Tyne was helping her with pricing the uniforms and the office staff would be helping on the day with the sale. She currently did not need any further help. It was noted that as before all payments would be made by bank transfer and any money owed to parents who were giving uniforms would be paid by cheque. It was noted that there was a large number of shirts and these may be sold in packs of 5.  There were discussions around what could be done with the items left as there were a number of items. Some suggestions were looking to sell on eBay, sell by kgs to charities or to re-use/re-purpose within the school.  **Summer fair –** It was unclear if the summer fair could go ahead in its usual way and therefore there was a discussion around alternatives which could be run within the current guidelines but assuming that restrictions may not be completely removed. It was felt that it would be best to plan something that would not have a huge amount of out-going costs in case things needed to be cancelled.  Some suggestions were:   * Colourfest – this would involve water colours and the idea would be for the girls to go a bit crazy and spray each other with colours. * CH Trail – similar to Chorleywood scarecrow trail but have CH families decorate their gardens and families could drive around and spot the decorative gardens. * “CH has got talent” with a talent competition for the girls. This could be incorporated into the summer movie night. * Summer movie night – this could be extended to include other things if restrictions were relaxed such as cake decorations, jazzy jars, a disco etc. If restrictions were lifted, then it could increase to include families quite easily. There was discussion if only staff could run it. This would depend on the restrictions at the time. Currently it would be assumed that staff would be helping but could be extended to parents if restrictions are lifted.   It was felt that a summer movie night was the preferred option as it was easy to scale up/down depending on what the restrictions were at the time.  Assuming restrictions were lifted on 21st June, the preferred date for the event was 26th June.  **2021/2022 events**  Some suggestions next year:   * A parents only event such as the abandoned quiz night * Dinner and dance – this could be a joint PTA and the school. * Christmas panto – It was agreed that Dan would reach out to the same company that he had previously spoken to and check availability. It was agreed that best date would be the 1st Saturday in December. | Dan |
| **ITEM 4 – FINANCE UPDATE**  Clare provided the finance update. It was noted that she had circulated a summary of the accounts ahead of the meeting.  The current balance stood at £11,845.75 which was a slight increase due to payment received for movie night, storytelling event and second-hand uniform sale |  |
| **ITEM 5 – FUNDING TARGETS**  **iPads** - It was noted that the PTA had agreed share the cost of some ipads that the schooled had asked for and therefore some of the balance would go towards that.  **Climbing frame** - The School had decided to repair the climbing frame in the summer, but it was likely that it may need to purchase one in a couple of years.  It was noted that Kristen was to ask at her school who its supplier was and pass the details on. | Kristen to ascertain climbing frame supplier detail from her school. |
| **ITEM 6 – COMMUNICATION**  It was noted that the PTA had been meeting virtually over zoom for about 12 months and Dan asked people for feedback as to what format people would like the meetings when restrictions were lifted.  Positives:   * More people can/have attended * Can fit into other schedules * Can hear better   Negatives:   * Lose touch * Can have connectivity issues * Can’t hear all comments   There was discussion around how meetings should be conducted when things went back to normal. One suggestion was to alternate between face to face and zoom meetings. However it was felt that this would make attendance erratic.  It was agreed that PTA meetings would continue on Zoom for the rest of the academic year and then from September PTA meetings would be on zoom with a social event once a term. Penny believed that some governors would be interested in coming to social events. |  |
| **ITEM 7 – AOB**  Nothing to raise. |  |
| **ITEM 8 – DATE OF NEXT MEETING**  It was agreed that this would be held on 29th April 2021 at 8pm. |  |