**MINUTES OF PTA MEETING HELD 19 January 2022**

**VIRTUAL ZOOM MEETING**

In attendance: Dan, Paula, Nameeta, Penny, Ali, Chris and Amanda

Summary: To plan Comedy night and Summer term events

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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 11th November 2021 that had been circulated by Nameeta ahead of the meeting. The minutes were approved. |  |
| **ITEM 3 – EVENTS**  **Panto – feedback**  Sales for the Panto went well and in the end 131 tickets were sold. About £258 was taken on the cards on the day plus cash from the bottle and chocolate tombola. Clare would confirm exact figures at the next meeting but Dan estimated profit was in the region of about £350 plus stock left over from refreshments (soft drinks and crisps). Given sales were poor until the last minute, this was a decent profit.  It was noted that the left over refreshments could be used towards the comedy night and kids disco (fruit shoots and water).  Everyone agreed that the panto itself was of a high standard and feedback had been positive from those attending. Everyone seemed to have enjoyed it.  It was agreed that the cash from the tombola would be kept for the comedy night as a float.  **Comedy night – re-scheduled 5th March 2022**  Dan reminded everyone that due to poor sales the original comedy night had been rescheduled.  Ticket sales  28 tickets had been sold (including those that were carried over from November). A significant amount more would need to be sold in order to break-even.  Tickets were priced at £12.50. Tickets could be sold until the evening before but it was important to get as may early sales as possible so an appropriate number of refreshments could be bought.  There was a discussion on how to enhance ticket sales. Suggestions were:   * To have early bird ticket prices with prices increasing closer to the event. The concern on this was that it may put people off from buying tickets later. Also it may not be a good idea to introduce as sales had already been made as it may put people off. * A card reader would be left at the school office with Mrs Mulligan and a communication would go out to let people know that tickets were available from the school office. * Offer a free drink with a ticket purchase but this would be difficult given that some sales had already been made. This could be something to explore if sales did not pick up. * It was agreed that it was important in all communications to let people know that the event was open to people outside the school community and friends and family were welcome to attend. * More advertising was essential particularly outside the school. Dan confirmed that the new posters had just arrived. Penny agreed to put up posters around the school and on notice boards outside the school building. Dan would look to see if we could advertise outside the Memorial hall as well. * It was noted that the headline act (Dominic Holland) was very good and this should be emphasised. * Class reps would be asked to spread the word and put a note on the dad’s WhatsApp group as well as the PTA group. * A short YouTube video link with short snippets of the comedians could be included to show who they were. * It was also agreed that Mrs Gillam would be asked to advertise on the CHP Facebook page and Mrs Mulligan would send out a clarion call with details including YouTube links. * Asking parents who have noticeboards at work/shops to put up posters was also a good idea. * Penny would also let new parents starting in September 2022 know about the event and encourage them to come along.   Refreshments  It was noted that there was a lot of soft drinks and crisps left over from the Panto which could be used. In terms of wine and beer, Majestic wine would be able to deliver wine and beer. They also provided glass hire and ice buckets free. They also sold ice which could be delivered.  Depending on sales hot snacks such as samosas could be an option as they could be kept warm in chaffing dishes. The assumption was that people would have eaten before they came.  Volunteers  2-4 parents would be needed to man the bar on a rotation basis between acts.  People would also be needed to help put chairs out and back. People were generally willing to help clear up.  It was noted that a TENS licence was not needed as the hall booking included it.  **Kids Disco – 25th February 2022**  This had now been scheduled for Friday 25th February to take into consideration any covid risks close to half term. The plan was to hold the disco after school so there would be no parent presence.  There was a discussion if this was too close to the comedy night. It was agreed that the same issues which had arisen with panto and comedy night being a week apart were unlikely to arise here as this was a child only event and (other than volunteers) parents were not expected to attend. The concern with the panto/comedy night was that parents were expected to attend the panto as well. It was agreed that the disco was unlikely to hinder comedy night sales.  Timing for the disco would be finalised nearer the time but it would either start at 3.30pm for all (with prep girls attending being allowed to leave early) or at 4pm with the pre-prep girls staying in their classrooms until 4pm. Collection would be outside the Jubilee hall from 5- 5.30pm to allow earlier collection for the younger girls.  The room would be well ventilated with doors and windows open. There would also be a movie room for those who wanted a break from the music. Dan would set up some disco lights and also bring his microphone system in case the school system did not work. Penny would select and set up the movie.  Fruit snacks would be provided with some bowls of wrapped up sweets. It was noted that there were a number of fruit shoots and water bottles left over from the panto which would cover the panto. The only thing to buy would be fruit and a few of the big chocolate boxes. It was also agreed that the girls would get glow sticks – there were plenty left in the PTA cupboard and extra boxes could be bought cheaply.  It was agreed that £5 a ticket would be appropriate with refreshments and glow sticks included in the price.  Penny agreed that she would set up suggestion boxes for music (one for prep and one for pre-prep) the week before half term.  A number of people had already volunteered – Katherine, Paula, Dan, Ali and Nameeta plus 3 teachers who would be on Owls duty that could help.  It was agreed that this would also be a good opportunity to advertise the comedy night and to have a card machine available for comedy night ticket sales while parents waited to pick up children.  **May Dance/ball**  It was agreed that this would be moved to 2023 given that that the position regarding covid was still unclear.  **Summer Term Events**  The intention was that Speech day (which would include prep sports day and a family evening) would go ahead on 9th July 2022 and there had, in the past, been a PTA auction in the evening which had gone down well.  It was agreed that it would be nice to hold a Summer Fair, but it was acknowledged that it required a lot of work and commitment from parents and in particular class reps.  It was agreed that the PTA should try and hold both an auction and summer fair.  **Summer Fair**  It was agreed that a summer fair would be held, and it was noted that this should be held in May giving a sufficient time between this event and the 9th July Speech day (and PTA auction).  It was agreed that the date would be 21st May 2022 (subject to checking with the office).  Each form would be asked to put a stall together and arrange for the stalls to be manned by parents from the class. In the past stalls ranged from:   * Jazzy jars * Glitter bar (nails and tattoos) * Hook a duck * Cake decorating * Splat the rat * Photo shoot (a parent had donated a photo quality printer which could be used for this) * Tombola * Sponge a year 6   It would also be good to get some new ideas for stalls. The one stall to avoid was having inflatables/bouncy castles.  The external clubs could be asked to put on displays and have some competitions (hula hoops, fancy dress etc).  The event would only be successful if more parents were involved in the organising of it and therefore it really would need buy in from class reps to get parents in each form involved to organise and run the stall on the day. The PTA could run the refreshments stall which could involve a food stall and drinks. The food stall could be outsourced to a company (pizza van) who would agree to pay the PTA a percentage of the profits but keep the rest.  It was agreed that Nameeta would draft a note to go to the class reps asking them to get forms to participate and think of stalls. The PTA resources would be available to use as well as the forms using some of their own. Mrs Gillam would be able to provide a list of the class reps.  There would be a couple of class rep meetings in lieu of a PTA meeting to discuss logistics closer to the event and to work through any questions class reps had. One should be held in this term with the other at the beginning of the summer term once stalls had been agreed. This could be a face to face meeting and probably held at school/quiet pub with some wine and nibbles.  **Auction**  It was agreed that this would also be something that the PTA would organise with the help of parents in the school It would be held during the family evening after the Speech day.  The success of the auction would depend on parents/contacts to donate prizes and therefore was reliant on generosity of parents/their contacts.  It was agreed that Nameeta would include this in her note to the class reps for them to start discussing this within each form.  It was also noted that the auction should be held earlier in the evening to ensure that most people were around to bid. | Dan to collect float from Penny ahead of comedy night  Dan to set up ticket machine with Mrs Mulligan  Dan to circulate posters and check if posters could be displayed at the memorial hall. Penny to put posters up around school  Nameeta to circulate Wikipedia on Dominic Holland  Dan to locate YouTube links  Mrs Gilliam to put it on CHP Facebook page  Penny to let new parents know  Penny to set up movie. Dan to set up disco lights and bring extra mic  Purchase fruit snacks and chocolate boxes  Penny to set up suggestion boxes  Nameeta to circulate draft of note to go to Class reps.  Nameeta to organise class rep meeting dates once agreed  Nameeta to include auction details in note |
| **ITEM 5 - FINANCE UPDATE**  This was held over to the next meeting although Dan noted that the accounts were looking healthy. £4,000 had been donated to outdoor equipment which had already arrived and had been installed. |  |
| **ITEM 4 – FUNDING TARGETS**  Penny noted that the gardening club needed 4/5 more bird feeders and the cost would be about £100. It was agreed that the PTA would be willing to fund this.  Following the school inspection report, the school were keen to get more IT art/music equipment and Penny was looking into newer iPads which would allow this. She would come back to the PTA with costings once she had established what the school needed. | Penny to provide details of IPads needed |
| **ITEM 6 – AOB**  There were no other matters to discuss. |  |
| **ITEM 7 – DATE OF NEXT MEETING**  It was noted that there would need to be an additional meeting for the ahead of the comedy night and then another PTA meeting early in summer term with a couple of class rep meetings to discuss the summer fair and auction.  Accordingly, it was agreed that:   * The next meeting would be held on 23rd February 2022 at 8pm on Zoom, * The meeting after that would be held on 5th May 2022 at 8pm on Zoom. * The class rep meetings could be agreed once feedback had been received. |  |