**Charlotte House PTA Meeting Minutes - 15th September 2022**

**Attendees:** Dan, Penny, Ali, Chris, Dimple, Claire, Sarah, Adam, Clare, Clarins and Kim

**Item 1 - Welcome**

Welcome and approval of last meetings minutes by Dan.

**Item 2 - Events of the Summer Term 2022**

Summer Fair:

* It was agreed that the Summer Fair was a great success
* Tokens and in particular in the girls house colours worked very well
* A good job was done by the form reps and their teams
* The one negative point was regarding the food
  + - Some food ended up being served cold due to the timing of cooking
    - It was suggested that perhaps the wrong food was on offer for the timing of the fair, perhaps a high tea or something would have worked better
* In the future we just need to be mindful of children purchasing tickets for the tombola and the prize being alcohol
* **Total profit for the event was £2,224.92**

Summer Soirée:

* **Auction raised £4,620 profit**
* It was suggested that the auction is maybe something that is not run every year but every 2 or 3 years to keep people interested in bidding and quality lots.
* Food issues from the Summer Soirée have been noted to avoid reoccurrence

All Summer Term Events:

* **Total profit for the Summer Fair and the Auction was £6,844.92**
* One point noted was that feedback on ball park figures for these events should be issued closed to the event, so that people get some feedback on what their efforts have raised for the school whilst fresh in everyones minds

**Item 3 - Events For This Term**

Panto:

* Panto “Dick Whittington” performed by an external events company at school on Saturday 3rd December 2022
* Two showings 12pm & 3pm
* Tickets to go on sale after half term
* This event has been booked and the deposit paid.
* Stalls at the event to be snack and plastic light up items. Exact items to be confirmed in the November PTA meeting

Other Events This Term:

* It was decided that due to an already busy term for the girls no further events would take place
* However…
  + - The secret present room will be run by the teachers during the form Christmas parties on Tuesday 13th December
    - There would be a PTA social in a local pub on Thursday 13th October. No meeting agenda, just a chance for parents and teachers to meet up socially

**Item 4 - Other Events This Academic Year:**

* Briefly discussed most popular events
* Penny to look into dates for a movie night for the girls in January 2023
* An adult quiz use to be a successful event
  + - This will be looked into for the 2nd half of next term
    - Tickets purchased as a table or individually
    - Will include fish & chips, or chicken in a basket type food and a pay as you go bar
    - Looking at being pulled together by more than one quiz master, perhaps a representative from each year group

**Item 5 - Finances:**

* Just over £12.5K in the PTA account
* Recent money spent on microphones and speakers in the Jubilee Hall
* No current funding targets

**Item 6 - AOB:**

* Discussion regarding the PTA notice board inside the Pre Prep entrance
  + - This is to be updated with Committee details, recent purchases, funding targets and up and coming events
    - It has also been agreed that the PTA can have the wet weather board outside the green gates to provide the same information to Prep parents
* Memorial to mark the passing of Her Majesty The Queen
  + - Shadow clock and plaque to be placed in the mindful garden
    - This will be funded by the PTA

**Item 7 - Date of Next Meeting:**

* Thursday 3rd November, at 8pm, via Zoom