**MINUTES OF PTA FORM REP MEETING HELD 3rd NOVEMBER 2022**

**VIRTUAL ZOOM MEETING**

In attendance: Dan, Nameeta, Ali, Penny, Adam, Sarah, Amanda, Clare and Vardhman

Summary: To plan Christmas Panto and other events

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 – WELCOME, APPROVAL OF MINUTES**  Dan opened the meeting welcoming the attendees. All attending approved the minutes of 15th September and thanked Ali for taking the minutes at the last meeting.  It was noted that the purpose of the meeting was discuss the Christmas panto and other events for the current academic year. |  |
| **EVENTS**  **Christmas Panto – 3rd December 2022**  Timing: It was noted that the Panto Company had confirmed the CHP booking. There would be 2 sessions running – 12 noon and 3pm.  Ticket prices: Tickets would be £11 (last year £10). Dan would send out the link to purchase tickets.  Volunteers: A few would be needed for set up from 11am and during the 2 sessions. Anyone available should contact Nameeta (currently Dan, Penny, Nameeta and Caroline Guise).  Refreshments: The set up would be similar to last year with tea, coffee, water and cold drinks would be sold (no alcohol). Snacks such as biscuits and crisps etc. would be sold.  Novelty toys:   * Rather than plastic light up toys, The PTA would sell something more sustainable. It was agreed that Christmas headbands/hats and glow sticks would be sold as an alternative. * Rather than treat bags, jazzy jars (Christmas themed) would be a good alternative and parents would be asked to provide these. They would be sold similar to tombola sales with raffle tickets. * All items would be split between the two sessions   Cash and card payments would be accepted.  **Chorleywood Christmas Market – 2nd December 2022**  Suggested By Kristie as a good way of marketing CHP in the area. The idea would be to set up a chocolate tombola stall. Dan mentioned that his children had painted a number of Isle of Wight stones which could also be sold. It was agreed that the stall would be a combination of chocolate tombola and Christmas stones  The card machines would be available plus cash would be accepted.  All proceeds would go to the charity nominated by the school council (a local hospice) Mrs Mulligan would be asked to put some signage together.  Parents and pupils would be asked to help man the stall on a rota basis. Kristie would be preparing the rota  The school would be able to provide the school gazebo, pull up display and a school banner. Kristie would be asked to check if tables would be provided or would we need to provide these.  It was noted that the school was invited to sing at the Rickmansworth market.  **Movie night – 14January 2023**  Penny confirmed the date would be 14 January 2023  Girls would be asked to come in PJs/onesies and bring teddies.  For nursery it would be for an hour (4-5pm) and the rest of the school would be for 2 hours (4-6pm). The girls will be asked to vote for movie of choice (age appropriate) from a selection chosen by Penny.  Tickets would be the same as last year (£6).  Girls would be asked to bring own drink and the school would make cookies. Popcorn could be provided as well (from Costco) and leftover crisps/biscuits from Panto night.    Teachers will be running the event so no volunteers needed.  Dan to check with Clare that we had the relevant licence to show the movies.  **Adult Quiz night**  To be arranged for 2nd half of spring term – possible date 4th March 2023.  To be held in Jubilee hall and therefore save costs.  To consider whether should be organised by Dads who could prepare the quiz rounds.  Refreshments:   * Alcohol would be sold. Tens licence would be needed. * Food could be pre-ordered such as Fish and Chips plus veggie option. Penny used Sea Masters in Rickmansworth before so worth speaking to them about it. Otherwise kebabs would be a good alternative.   There was sufficient glassware and Penny would check if any alcohol was left after the summer social.  Teams would be 6-8 people  **Summer fair**  It was agreed that there would be a summer fair and planning would start in January.  **Dinner and Dance**  It was agreed that this should be postponed to Autumn 2023  **Hair braiding**  It was thought that this would be a fun event as a summer fair stall | Dan to check with Panto Co what time they would like to arrive to set up  Penny to check PTA cupboard to see what drinks and snacks were left over. Nameeta to buy additional supplied  Nameeta to check with Kristie that a stall is still available and if tables would be provided.  Mrs Mulligan to prepare signage noting that all proceeds going to charity.  Dan to check with Clare if we have appropriate licence.  Penny to check 4th March does not clash with school calendar.  Dan’s to organise Tens licence.  Nameeta to speak to Sea masters  Penny to do itinerary of drinks in PTA cupboard |
| **ITEM 3 – PTA NOTICE BOARD**  It was noted that the PTA notice boards (prep and pre-prep) were looking bare.  Information on events would be added as needed. Dan would send to Mrs Mulligan the poster for the Panto once he received it and Penny would prepare a poster for the movie night  It was agreed that information as to who the PTA were and how to contact PTA would be useful together with photos of post holders. | Panto and movie night posters to be put up (Dan and Penny).  Dan to prepare information on who the PTA are and how to contact.  Nameeta to get photos of post-holders. |
| **ITEM 4 & 5– FINANCE UPDATE & FUNDING TARGETS**  The bank account had approx. £12.5K in the account which was looking healthy. 2nd hand uniform sale made a lot of money.  Funding targets:   * Quidditch day – Following success of skateboarding day, the staff felt that a day each year in the summer for a fun activity for the whole school was a good for the girls. The Quidditch day looked interesting. Penny would be speaking to other schools who have taken part to get feedback. It was noted that the PTA were being asked to fund this. Cost would be approximately £1000 for the whole school. The cost was approved. * Memorial for Queen Elizabeth II – Initially it was thought that a sundial would be appropriate but Penny had safety concerns. Penny was looking around for something more appropriate. PTA approved a budget of £300-£400. * School car – this was something that the school were considering if the school car needed to be replaced. If so Penny may ask PTA to contribute towards the cost. Unlikely to be finalised until summer term. It may be something that the school take on lease rather then buy. Also they were considering if a hybrid vehicle would be appropriate. Cars would be second hand and not new. |  |
| **ITEM 6 – AOB**  It was agreed that it would be helpful to get more people to attend the PTA meetings and that the form reps would be asked for a representative from each form to attend each meeting. This would help share the information within each form efficiently.  Feedback received from some parents is that some felt that they were not heard if they did attend. It was agreed that this was certainly not the intention and those attending regularly would be more inclusive and ensure that everyone’s ideas were heard. Those attending the meeting were very keen to encourage others to participate and lead events and there was discussion on encouraging year groups to organise and lead events. Past events lead by individuals or form groups included cheese and wine events and Diwali dancing which were very well attended and received. |  |
| By attending the form reps could share a summary of the meeting with their class so everyone knows what events are being organised, the funding targets and what spend has been approved.  Suggestions were to arrange sub-committees for organising events, holding meetings both in person and on zoom. |  |
| **ITEM 7 – DATE OF NEXT MEETING**  Thursday 19th January 2023 8pm via zoom |  |