**MINUTES OF PTA MEETING HELD 19 JANUARY 2023**

**VIRTUAL ZOOM MEETING**

In attendance: Dan, Nameeta, Maria, Nita, Kim, Samia, Ali, Mark, Irene, Mala, Chris, Dimple, Faith, Adam, Sarah, Paula, Bryn, Clare, Rena, Priya and Claire F

Apologies: Penny

Summary: To plan spring term 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 3rd November 2022  It was noted that the purpose of the meeting was discuss the events for the current academic year and in particular for the Spring Term. |  |
| **ITEM 3 - EVENTS**  **Feedback from Autumn Events**  **Chorleywood Christmas Market – 2nd December 2022**  It was noted that the event had raised £554 for the Peace Hospice.  It was noted that our stand was popular and the chocolate tombola had sold out by 7.15pm. It was agreed that this was an event that we should consider doing again.  One suggestion was to have something else in addition to the chocolate tombola such as jazzy jars.  Special thanks were given to Kristie Naha-Biswas who had led the organisation of the event.    **Christmas Panto – 3rd December 2022**  It was noted that the Panto had mixed reviews. 97 tickets were sold but the majority were for the afternoon. Not a huge amount of profit was made. It was noted that the CHP panto cost the same as the school discounted price at Watersmeet which could also have been a factor for low sales as parents may have preferred to go to Watersmeet. It was also noted that the 12 noon session was during lunch time which was hard for the younger children.  There was a discussion as to whether reduce the panto in 2023 to one show or whether to hold it at all. The total capacity for each show was 100. Dan had asked the company what the charge would be for one show. It was agreed that once the costings had been obtained, a decision would be made as to whether to hold a panto (one showing) this year or not to host one.  It was also noted that many parents were keen for the Christmas fair to be brought back in 2023. It was agreed that if the Christmas fair was to go ahead, then this would require a lot of organising and volunteers would be needed.  It was agreed that, subject to the cost of the panto being reasonable, parents would be asked to vote for either a Christmas fair or Panto.  *Post meeting note:*  *The cost of holding one panto show was £900 (Inc. VAT) which would result in little profit v effort. Therefore it was agreed that the Christmas fair would go ahead instead of a panto.*  **Movie night – 14January 2023**  The profit for the movie night was approx. £600 which was very good. The teachers had arranged the event and the PTA thanked them for a successful event.  **Spring Events**  **Adult Quiz night – 4th March 2023**  The date for the quiz night was confirmed for 4th March 2023. It was noted that the event would be organised by Dads in the school.  The event would be held in the Jubilee hall. The time would be from about 7.30pm.  It was agreed that food would be provided which would either be fish and chips or kebabs (plus a veggie option) which would need to be pre-ordered and would be handed out. It was agreed that tickets would be sold with and without a food option.  Alcohol would be sold and a Tens licence would be applied for. Wine and Beer plus soft drinks would be sold. It was noted that the PTA now had a number of wine, champagne and tumblers so alcohol could be bought from other places and not just Majestic!  It was agreed that each team would consist of 6-8 people and prices would be per person. Dan would look into what ticket prices would be appropriate. Sarah said she would look to see what prices were charged at her son’s school.  It was thought that about £15 per person would be reasonable.  Volunteers would be needed to:   * Run quiz * Run bar * Run food distribution   It was noted that bar snacks would be sold with the drinks and Penny would be asked to provide an update as to what stock was left over from the movie night.  It was agreed that the advertising for the quiz night and ticket sales should be in early February.  **Summer events**  It was thought that another family event in the first half of summer term maybe a good idea.  **Salsa night**  Suggested by Mala.  This would be for adults only. It would for mums and dads and would be available on a Tuesday evening (or possibly Thursday night). The teacher charged £50 an hour and it could be held in the school hall. We could sell/provide drinks.  Mala would find out what equipment the teacher needed.  It would be for all abilities and people could come without partners.  It was agreed that this was a good idea.  *Post meeting: 27th April confirmed date*  **Textile workshop**  Maria suggested this as a children’s event. It was thought that this was a great idea and either a Saturday afternoon or after school club.  Maria would get more information about the workshops and it would be discussed at the next meeting.  **Summer fair**  It was agreed that the summer fair was a huge success. It was agreed that the event would be repeated and the same format would be followed.  It was agreed that the use of tokens had been a good idea. It was felt that some more and varied stalls would be good (maybe face painting). It was also noted that forms should also be made aware that they were responsible for sourcing prizes (the PTA would contribute to the cost if the form required it).  It was agreed that 2 form rep meetings would be held – one in early March to generate ideas of the kinds of stalls available. Reps would then be asked to agree stalls etc. with the forms and the 2nd meeting would be to finalise the fair.  Once we knew when the date of the fair was, Nameeta would suggest dates for the form rep meetings.  There was a suggestion the food at this year’s summer fair be more of an afternoon tea theme instead of hotdogs/BBQ. A tuck shop would also be a good idea and complement the sandwiches/cakes. The school could also do a bake-off on Friday and the cakes could be sold at the fair.  **Speech day**  It was agreed that the PTA would have an “add-on” to the Speech day but not an auction. Ideas were welcome. This could be discussed with Penny at the next meeting | Dan to obtain cost for holding one show from Panto company.  Nameeta to get food costs  Dan to get TENS licence  Dan/Sarah to get idea of ticket prices  Penny to do inventory check on crisps, biscuits etc.  Dan to get Jubilee hall availability  Maria to find out more information on textile workshops  Nameeta to send out letter and dates for form rep meetings.  Penny/Dan to agree a date for summer fair |
| **ITEM 4 –Form Reps**  Nameeta explained that the idea was for form reps to provide ideas or feedback from forms at each meeting so that forms ideas were being taken into account and ideally come up with ideas of events (and would be encouraged to organise them!). |  |
| **ITEM 5&6– FINANCE UPDATE & FUNDING TARGETS**  The bank account had approx. £13K in the account plus a float of £1,200 which was very healthy.  Claire would be filing the annual charity commissioner filing shortly.  Funding targets: Penny had requested some Lego robotics equipment for pre-prep. The cost was £1789. This was approved. |  |
| **ITEM 7 – AOB**  None |  |
| **ITEM 8 – DATE OF NEXT MEETING**  Thursday 23rd February 2023 8pm via zoom  Form rep meeting 9th March 2023 in person at school. | Nameeta |