**MINUTES OF PTA**

**29th June 2023 at 8pm via Zoom**

In attendance: Nameeta, Dan, Mark, Faith, Ali, Paula, Bryn, Kim, Irene, Chris, Gagan, John, Penny, Priya, Hina and Sejal

Summary: To discuss ideas for 2023/2024 academic year

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 – WELCOME & APPROVAL OF MINUTES**Dan opened the meeting welcoming the attendees. It was noted that the primary purpose of the meeting was to discuss potential events for 2023/2024 calendar year with a focus on the Christmas fair.The minutes of the last meeting were approved as a true record of the meeting. | Minutes of previous meeting approved |
| **ITEM 3 – Feedback from Form Reps**It was noted that the form reps had been asked to go back to their forms to get thoughts from parents on a few areas (as set out in the agenda).The general feedback was that people were happy with parent only events but requested that these were limited to one or two events a year. Parents preferred to have events which were children only or family events.The consensus on the Dinner and Dance was that parents were keen. This would be the only parent only event that would be held next year.The option to give donations for something that the school needs which parents can opt to donate to without needing to buy tickets or attend events was thought to be a good idea. It was agreed that this option would be added to future events.Form reps for the next academic year were encouraged to get their forms to organise events for the school which could raise funds for the PTA, and which would bring the school community together.  |  |
| **ITEM 4 EVENTS****Summer fair - Feedback**It was agreed that that the summer fair had been well received and well organised. It had raised a profit of approx. £2,500 which was more than last year.**Family picnic – Feedback** It was a well-received event. Whilst the event raised some money (Approx £50) the intention was not to raise money but more of a social event for families to get together and have a lovely, relaxed afternoon. It was agreed that this would be added to the PTA calendar.**Textile workshop – Date to be Confirmed.**It was agreed that this was an event that the PTA would organise. Maria was not able to attend but she had sent some more information.The event would cost £12.50 per child to run, and the PTA could charge between £22-25 per child. The cost would include all the materials and tools as well as the teaching.It was a 2-hour workshop. The lady was flexible on dates, times and she was willing to hold 2-3 sessions if there was interest.It was agreed that the timing would be 2-4pm on a Saturday afternoon. It was agreed that Penny would look at dates in the Autumn term that were suitable.It was noted that the lady would not need to be DBS checked if Penny and Gagan were present and she was not left unattended.**Christmas Fair – 2nd December 2023, 2-4.30pm**In the past this had been similar to the Summer fair but indoors. Each form needed to think of what stall they would like to run. There would be a food stall and drink stall with mulled wine and hot drinks.The secret Santa room would be held at the Christmas fair rather than during the school week. In the past there was a Santa’s grotto which had been well received.It would be extended to invite friends and family rather than the general public.It was agreed that a separate meeting in September would be arranged to cover the Christmas fair.**Dinner & Dance**It was agreed that this would be held in the Spring term.It was noted this would be a big event to organise so a working committee would be needed to start to look at venues and costs. The following agreed to join the working committee:NameetaDanAliMarkPennyKimIt was noted that the ticket prices would be up to £100 per person and the aim would be to include drinks (but this would depend on the overall cost) with a working assumption of 100 people attending.It was noted that teachers and governors would be welcome to attend.**School Disco** The proposed date was the penultimate date of the school spring term. This would need a DJ (Paula?) and would be held just after school.**Movie night** **– 3rd Feb 2024**This would be organised by the teachers so nothing for the parents to do.**Other ideas*** Outdoor family cinema night. It was noted that Mark had some contacts and would find out costs and logistics to hold this.
* Chorleywood Christmas market event – It was usually held in early December and last year was the day before the Panto. It was noted that whilst this was a lovely event there was a lot of ask from the school community and if the Christmas fair was held the next day this may be too much. It was noted that the date had not been published yet but if it was feasible, they CHP PTA would participate and would raise money for charity.
* 2024 Panto outing. In the absence of a CHP panto, a trip to Watersmeet would be a nice idea. PTA could buy tickets in bulk and then sell them for a mark-up.
* Volunteer day – Parents and children help with jobs around the school one Saturday afternoon.
* PTA drinks – this would be held on 7th September (the meet the form teacher evening) at 6.30 ahead of the teacher meeting. Dan and Nameeta to buy drinks. Glasses were already in the school.
 | Nameeta/Maria to find out how many children would this include.Penny to check dates and provide Nameeta/Maria with suggested dates for the workshop.Form reps to consider what stalls they would like to host.Nameeta to arrange separate Christmas fair planning meeting.Others welcome to join working committee.Paula to be DJ? Mark to find out potential costsNameeta to find out date of Chorleywood Christmas market.Penny to provide Nameeta with date of last day of Autumn term.Penny to give this some further thought.Dan & Nameeta to purchase drinks |
| **ITEM 5 – FINANCE UPDATE**It was noted that the bank account had £14,300 so was in a healthy position |  |
| **ITEM 6 – FUNDING TARGET**Penny had requested some gymnastic equipment. Cost was approx. £800. The cost was approved.Penny reported that she was getting quotes in for:* Flooring outside the Jubilee Hall
* Canopy between the upper lobby and Sports hall

It was noted that the school had decided that the existing school car for another year but the funding for a new one could be something that could be launched at the Dinner and Dance.  |  |
| **ITEM 7 – AOB**Dan thanked the current form reps for all their hard work and participation with the PTA.Penny thanked the PTA for a great year of events all of which had a great community feel. |  |
| **ITEM 8 – DATE OF NEXT MEETING**13th September 2023 on Zoom at 8pm.  | Nameeta |