**MINUTES OF PTA MEETING HELD ON**

**10 October at 8pm via Zoom**

In attendance: Nameeta, Dan, Penny, Hina, Rupa, Sejal, Maria, Dalia, Rena, Gemma, Clare, and Mark.

Apologies received: Ali, Gemma G, Kim, Michael, Elisa

Summary: To discuss the Christmas Fair and future events

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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 the Christmas fair and the Textile Workshop and if time would touch on future events.  The minutes of the last meeting were approved as a true record of the meeting. | Minutes of previous meeting approved |
| **ITEM 3 EVENTS**  **Textile workshop – 4th November 2023**  It was noted that there were 2 workshops planned. The first session would be held between 1.30.3.15pm and 3.30-5.15pm. It was noted that there were 19 sales to date which was approximately half of what was available.  It was agreed that one more clarion call would go out to remind people of the event and also to let the school community know that the event would be opened up to friends and family on 16th October if there were still spaces.  Maria confirmed that Hanim needed a space with tables. It was noted that the workshop would be held in the Art room where tables were already set up. Maria would check with her as to what time Hanim was intending to arrive to set up.  It was noted that Hanim would need 3 parent helpers for each session. Nameeta had noted that there were 3 helpers for the second session, but we still needed 3 for the first session. Penny confirmed that she would be there throughout the afternoon and Dan offered to help in session 1.  **Christmas Fair – Confirmed date 2nd December 2023, 2-4.30pm**  It was noted that all forms had notified Nameeta for the stall that they would be running. The teachers and Governors would be running a stall each as well.  The assigned stalls were   * **Nursery/Reception/Form 2:** Ginger man/Cup cake decorating & pre-made Christmas decorations stall * **Form 1 –** Pick a Snowman’s nose! * **Form 3** – Arts & Crafts stall (make/decorate a Christmas decorations/baubles) * **Form 4** – Chocolate/Bottle tombola * **Form 5** – Jazzy Jars * **Form 6** – Tattoo & glitter nails * **Teachers** – Secret present room * **Governors** – Drinks stall * **PTA** – Christmas tuck shop   Tokens  Dan would set up the pre-purchasing of tokens onto the PTA website during/just after half term.  It was noted that the tokens needed to be put into bags of 10. It was agreed that the form 6 girls would be asked to do this. Each Head of House would also be asked to hand out the pre-bought tokens at the beginning of the fair.  Stalls  Form reps were asked to complete the google doc document that Nameeta had circulated to complete what equipment they would need for their stall. Penny said she would check how many Christmas table covers were available in the PTA cupboard.  The forms were also responsible for deciding the number of tokens that they would charge (1 token = £1) for their stall and would need to prepare their own signage. Forms would also need to sort out their own rotas in terms of who was manning the stalls and how many parents were needed for each shift. Typically, people took 15–20-minute shifts.  The only stall that would need prizes appeared to be the form 1 stall and Mark had noted that form 1 would be sorting these out.  If any form incurred any costs that they wanted the PTA to pay for, then they were asked to send the receipt over to Dan/Nameeta/Clare and explain what it was for. In the past the parents had absorbed the cost within the form but the PTA would be willing to buy any equipment that was needed particularly if it could be used again.  There was a question of how the pre-made decorations stall (nursery/reception/form 2) should be run? These would be made in school by each girl. In previous years each girl purchased her own decoration. It was agreed that each girl would put her name of her decoration and each girl would buy their own. If there was time, some girls would make extra for non-CHP children.  There was a question of how many cupcakes had been used at previous summer fairs. Nameeta said she would get that information from previous year stalls.  The school would be open on Friday (1st December 2023) afternoon for parents to come and label up items for their stall and gates would be open at 11am on Saturday morning to set up.  One suggestion for future years or events was to have hampers as raffle prizes. It was agreed that this would be a great for the dinner and dance or the summer soiree. Local businesses or a local neighbourhood could be approached to see if they would be willing to donate anything.  Tuck shop  Nameeta asked form reps to find out if people would be willing to contribute food (if some could be Christmas themed that would be great) for the tuck shop. People did not have to make/bring in too much but approx. 20 pieces would be great. At the summer fair there was a huge contribution in the end. Nameeta would circulate a google doc so people could add their donations on.  It was noted that Mark & Nameeta had agreed that they discuss the cost of putting some cheese platters together.  Volunteers would also be needed, and form reps were asked if they could see if anyone may be willing to spend some time helping on the tuck shop stall. Nameeta would create a google doc so people could add names  Nameeta to prepare a price list.  Drinks  Penny confirmed that the Governors were happy to man the drinks stall.  It was agreed that the following drinks would be sold:   * Mulled wine (ready made)- Dan agreed to get the Tens licence. * Non-alcoholic Mulled wine (ready made) Penny to look into this. * Soft drinks – one governor was donating a number of soft drinks. Depending on what she donated, the PTA could decide what other drinks were needed. Penny agreed to make an itinerary of soft drinks and wine in the PTA cupboard. * Tea and coffee * Water bottles   Penny to look into what we could use to heat the wine. It was noted that there were many insulated cups so there was no need to order anything.  It was agreed that hot chocolate was not a good idea as there could be several spillages by children.  Logistics  Penny agreed to complete the risk assessment and location of stalls.  Penny would send out notifications on Mufti days for Jazzy jars and chocolate/bottle tombola. She would also send out a communication for Secret present room gifts.  It was noted that the school choir would be asked to sign at the Christmas Fair if possible.  **Dinner & Dance – Date TBC**  It was agreed that this would be held in the Spring term.  It was noted that some of the attendees had already volunteered to go on the working committee. If anyone else wanted to join to let Nameeta know.  The following venues were suggested:   * De Vere Latimer hotel * Denham Grove * The Grove * Batchworth Golf Club * Micklefield Hall * Moor Park Golf Club   Nameeta agreed to ring and get an idea of costs and packages from the venues and then narrow down to 3-4 venues to visit. She welcomed people to join her (ideally the same people so a comparison could be done).  This would be discussed in more detail at the next meeting.  **School Disco – 25th March 2024**  Paula had agreed to be a DJ and the girls would be welcomed to ask for requests.  A healthy snack and drinks would be available.  Parent volunteers would be required for this event. This would be requested closer to the event.  **Movie night** **– 3rd February 2024**  This would be organised by the teachers so nothing for the parents to do.  **Other ideas**   * Outdoor family cinema night. * 2024 Panto outing. It had been agreed that we would look to purchase about 50-60 tickets at the discounted rate given to schools on the last day of CHP term (after the Carol Service). The PTA would then sell these on for a small profit. It was agreed that the number of tickets purchased would be small and see how this went. If it was a success we would look to buy more. * Nameeta would check to see if we can return any tickets. * It was noted that Nameeta had purchased 40 tickets for form 4 for this year. * The end of Autum term for 2024 was 13th December 2024.   Nameeta agreed to prepare a calendar of events schedule to provide a visual for future PTA events. | Penny to ask Sarah to send out Clarion Call  Maria to tell Penny what time Hanim would arrive  Dan to set up token sales on PTA website  Form reps to complete equipment list  Penny to check number of tablecloths.  Form reps to prepare signage, rotas, prizes (where relevant) and prices for stalls.  Form 1 stall to sort out prizes  Nameeta to get information of how many cupcakes were supplied in earlier years.  Form reps to seek names of people willing to donate treats to tuck shop & Volunteers for Tuck shop rota.  Nameeta/Mark to discuss cheese platter costs.  Dan to get Tens licence.  Penny to source non-alcoholic Mulled wine.  Penny to create itinerary of drinks in PTA cupboard.  Penny to complete risk assessment and stall location.  Penny to determine dates for mufti days.  Penny to check with Mrs Toms  Rupa asked to be added to the group.  This was looking quite costly.  Nameeta to buy approx. 60 tickets  Nameeta to circulate |
| **ITEM 4 – FINANCE UPDATE**  It was noted that an update had been provided at the last meeting and the finances had not changed much since that meeting. Half cheques for uniform had been sent out but nothing cashed yet. |  |
| **ITEM 6 – FUNDING TARGET**  Quotes for the area outside the Jubilee Hall were being obtained and  Looking for a new hybrid car which would be ULEZ compliant as the school does go into ULEZ areas.  Dan would look to see if he could update the website to show the funding targets | Dan to update website with funding targets |
| **ITEM 7 – AOB**  It was agreed that people preferred PTA meetings to be arranged at the end of each call as it would allow the meetings to be arranged around events. However, it was agreed that this could be revisited at the next meeting to see if it was possible for the rest of the academic year. | Nameeta |
| **ITEM 8 – DATE OF NEXT MEETING**  18 January 2024 on Zoom at 8pm. | Nameeta |