**MINUTES OF PTA MEETING HELD ON**

**18th January at 8pm via Zoom**

In attendance: Dan, Penny, Michael, Mark, Gemma, Kim, Adam & Sarah, Hina, Clare, Sejal

Apologies: Nameeta, Ali, Rena, Elisha, Claire Fahey

Summary: To discuss upcoming events and dinner & dance event

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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 upcoming events 2024 with a focus on discussing the dinner and dance.  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**  This was a successful event which raised £652 with a profit of £290.  It was agreed that we may do this event again potentially towards the back end of next year.  **Christmas Fair - 2nd December 2023**  This was a successful event which raised £2319 with £319 expenses. Tombola drums are an ongoing cost, but approximately £2000 profit raised.  Take away from this event was that we need more tokens in circulation as people turned away from buying more at times.  Penny queried whether the idea is to alternate the Christmas fair and the panto each year as it is a lot of work for some people especially with the summer fair as well. Dan confirmed that the problem with the pantomime is we can't compete with the cost of the big shows, which are invariably better and more popular with parents. It was agreed that the winter fair was more popular. Mark agreed that that was good feedback for the fair.  It was agreed that we will see how people feel after the summer fair as to whether they are prepared to dedicate the time and effort to 2 fairs per year.  **Movie Night - 3rd February 2024**  Cost of tickets agreed at £6 which remains the same as last year. Timings remain 4-5 for Nursery and 4-6 for remainder of the school. Penny has said that chef Ali will kindly make cookies for the event, but please can we ensure popcorn is left off the posters. Children to bring their own water bottle.  Penny will provide the ingredients list and requested that a tick box is added to the booking form for allergies. Dan to look into it as an option. If it is not possible due to the limitations of the online ticketing system, allergies will need to be flagged on the door.  Penny to look at movie selection tomorrow however all movies will be a U rating. Family posters to put up including movie names.  Dan offered PTA support at the event, however Penny confirmed it is covered in house by staff.  **School disco – 25th March 2024**  Dan confirmed that Paula is happy to be DJ again this year.  Last time this was held within 2022 and cost was £5 ticket. Same times confirmed as last time - 3:30 till 5:30 with pre prep pick up at 5:00 and Prep 5:30.  Penny confirmed blinds will be pulled down to create atmosphere and chill out/movie room will be in Form 6.  First time a fruit platter was provided for the children which went down very well and will be repeated this year.  It was agreed that cost would increase to £6 in line with cost of movie night.  Song request box to go up again at the beginning of March after half time. It will be removed Wednesday beforehand to allow playlist to be created.  Dan mentioned that school has more equipment now and a trial run may be needed with smoke machines and some of the larger lights.  **Dinner & Dance**  Dan reported that Nameeta has been getting costs. She is concerned that it is going to cost a lot. She also aired concerns to Dan that with the cost of living crisis and potential VAT on school fees, parents may not want to spend a lot on tickets at the moment. Some example quotes include:  Latimer House - £8600  The Grove - £17000  Denham Grove - £6000.  With the addition of half a bottle of wine included in a ticket, if 100 people bought tickets cost would be approximately £80 a ticket, with drinks on top.  Michael said that he felt we would probably get there but there would be lots of stress without a very high profit margin stop. All agreed that this event would be too costly.  Other ideas were discussed including a curry evening which it was felt would probably be popular but profit margins would be low.  A comedy night was suggested however this time it was hard to sell tickets. Even though it was a successful night in the end it was opened up to the public and 30 to 40 attendees were not parents. That was a suggestion of a quiz / cheese and wine tasting. Dan said he would be happy to run another quiz later in the year.  Suggestion was made of a quiz and Curry night. Penny to talk to chef Ali about being caterer and will also check the name of those who were used previously. It was suggested that this would take place in the school hall.  It was decided that this should take place in September with new parents as a welcome event, instead we would have an informal event this year in the pub. Date tbc.  **2024 Panto Outing**  Nameeta has organised 80 tickets for Tuesday 17th December as not possible on the last Friday of term due to performance timings. Tickets cost £12 (£16 full retail cost) so it was agreed that we would charge £15 to make some money for the PTA.  Nameeta currently paid £99 deposit.  Dan queried when we should put them up for sale and Penny suggested straight away to ensure they are sold which was agreed.  It was decided there would be an early bird price of £15, possibly with an increase later, or any remaining tickets to be returned.  It was decided that we would not decide yet if this was instead of fair or in addition to it.  **Other events**  Mark has done some research into **outdoor cinema** but it was decided that it is not viable due to cost and amount of work needed, especially so close to the summer fair.  Penny suggested two dates for **Summer fair**, which are 18th May or 22nd June. It was decided on 18th May to space out the events and to avoid major sporting events.  **Family picnic** date - tbc | Dan to purchase more tokens. ~100 in each colour.  Penny to provide ingredients list.  Sam to create posters  Dan to look at tick box for allergies on booking form.  Allergies to be collected at door if cannot be at point of sale for tickets.  Song request box to come out of PTA cupboard to be reused and put out after half term.  Fruit platters to be made.  Dan/Penny to test new equipment.  Date tbc later in the year  Dan to put tickets for sale, but will leave a gap between other sales |
| **ITEM 4 – FINANCE UPDATE**  Claire not present although Dan confirmed approx. £20,000 in the bank. |  |
| **ITEM 5 – FUNDING TARGET**  Penny requested proper curtain rail with pulleys and black curtains for the stage. Cost will be £800 which was agreed.  Currently waiting for cost of hybrids to decrease so new school car on the back burner for now.  Penny would like to have playground outside jubilee hall resurfaced with fake grass or rubber mulch which will cost approx. £11,000. This should last at least 10 years and be less slippery and nicer area for the children. Penny requested half cost from PTA, which was agreed. | Penny hopes for these to be completed over half term. |
| **ITEM 6 – AOB**  Michael apologies if wrong forum to raise it but asked about the 20% VAT as a concern for all parents.  Penny said that it had been discussed in the periphery at Governors meetings for the last three or four years. Discussions have been made about fees in advance, claiming back VAT but all now not possible. It is tricky until any announcements are made but school is in a good position as rent free and owns the site. They are in best financial position they have ever been in and will do their best to support parents.  Mark has brought up suggestion of parents possibly being able to make donations for specific items voted for by parents via a QR code.  He also brought up that parents were hoping that swimming could be increased, but Penny said that the problem would mean that something else has to decrease. |  |
| **ITEM 8 – DATE OF NEXT MEETING**  Disco and Summer fair to be discussed  29th February 2023 on Zoom at 8pm. | Dan |