**MINUTES OF PTA MEETING HELD ON**

**13th September 2023 at 8pm via Zoom**

In attendance: Nameeta, Paula, Penny, Maria, Gemma Ladbury, Ali, Gemma Gagg, Kim, Hina, David, Gary, Claire, Dimple, Gareth, Francesca, Mark, Gemma, Bryn, Sejal, Chris, Elisa

Apologies: Dan

Summary: To discuss ideas for 2023/2024 academic year with focus on the Christmas Fair

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 – WELCOME & APPROVAL OF MINUTES**  Nameeta opened the meeting welcoming the attendees. It was noted that Dan had sent his apologies ahead of the meeting.  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 EVENTS**  **Textile workshop – Date to be Confirmed.**  It was noted that it had been agreed last term that this event would be held in the autumn term. A date was yet to be confirmed. It was agreed that Penny would send Maria available dates which could then be agreed with Hanim (the teacher). It was agreed that there would be 2 workshops each for 20 girls.  Maria agreed to check the age range that Hanim would be willing to teach and what times would work for her.  The event would cost £12.50 per child to run, and it was agreed that the charge between £22-25 per child. The cost would include all the materials and tools as well as the teaching.  Maria would find out if Hanim needed some parent volunteers and a communication would go out.  **Christmas Fair – Confirmed date 2nd December 2023, 2-4.30pm**  This had not been held for a few years but it was similar to the summer fair but held indoors with a Christmas theme.  Each form needed to think of what stall they would like to run and what equipment each stall would need.  There would be a food stall and drink stall with mulled wine and hot drinks. This would be run by the Governors and PTA.  The secret present room would be held at the Christmas fair rather than during the school week. This would be run by the teachers. It was also agreed that the school choir would be asked to sing some carols at the Christmas fair.  It was agreed that the girls would be asked to make a decoration in school which could be sold, or girls could buy their own decoration. It was agreed that the nursery/reception/form 2 stall would be asked to man that stall.  In previous years the PTA had hired an inflatable Grotto which parent volunteers ran. It was agreed that Penny would find out the cost and Form reps would be asked to seek volunteers to see if any parents wanted to help run the stall.  It was agreed that the Governors would be asked to run the drinks stall (which would include mulled wine/hot chocolate). It was agreed that the food stall would be a tuck shop and parents would be asked to contribute food. The Tuck shop would be run by the PTA.  It was agreed that smaller cheese board platters would sell well, and this could be contributed by the PTA.  It was agreed that the fair would be cashless, and tokens would be used. The value of each token was £1. Tokens would be sold initially in sets of 10 and these could be pre-bought.  Doors would be open at 1pm for set up (set up for jazzy jars/tombola would be available pm Friday 1st December) with the event starting at 2pm.  It was agreed that the fair would be extended to invite friends and family rather than the general public.  **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.  It 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.  It was agreed that our participation in the Chorleywood Christmas Market would be postponed this year as it was the day before the CHP Christmas Fair.  It was noted that the school choir had been asked to sing at the Rickmansworth Christmas market this year (as they had last year).  **School Disco – 25th March 2024**  The proposed date was the penultimate date of the school spring term. The date would be a Monday after school as this did not clash with any clubs.  **Movie night** **– 3rd February 2024**  This would be organised by the teachers so nothing for the parents to do.  It was noted that there would be no events for Halloween as some parents did not support this.  **Other ideas**   * Outdoor family cinema night. It was noted that Mark had some contacts and would find out costs and logistics to hold this. * Summer picnic. Last term the PTA arranged an informal afternoon where people brought their own food and drinks and got together in the Aquadrome. It was a free event, although some people did donate. Whilst the event was not intended to raise any money, it was a nice afternoon for people to get together. * 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 small mark-up. * Volunteer day – Parents and children help with jobs around the school one Saturday afternoon. It was noted that Penny would bear this in mind and if any work was needed, she would let PTA know and a date could be arranged. * Summer fair – this would be held in the summer term and would be around mid-end May. Organising of this would start in the new year. * Quiz night for children and parents. This had been a suggestion from a parent, and everyone thought that this or a bingo afternoon was a good idea. It was agreed that this could be added into this year if there seemed to be a shortage of events, otherwise it could be held over to 2024/25 academic year.   Nameeta agreed to prepare a calendar of events schedule to provide a visual for future PTA events. | Date since confirmed 4th November 2023.  Maria to ask Hanim what her lower age limit (since confirmed to be reception to form 6).  Price since agreed at £22.50.  Communication sent to Form rep WhatsApp group  Form reps to agree stall that they want to run.  Penny to discuss with the teachers and speak to Mrs Toms.  Penny to get cost of hiring and form reps to seek volunteers to man the Grotto stall.  Form reps to ask parents if they would willing to make/contribute to the tuck shop  Nameeta and Mark to discuss.  Elisha asked to be added to working group.  Paula to confirm that she can DJ and be responsible for playlist.  Mark to speak to contacts.  Date to be agreed.  Penny to provide Nameeta with date of last day of Autumn term.  Nameeta to produce |
| **ITEM 4 – FINANCE UPDATE**  Claire provided an update on what was in the bank. It was noted that there was approximately £17.5K in the bank. It was noted that approximately £1,700 would be debited for school uniform cheques leaving £15K for anything that the school needed. |  |
| **ITEM 6 – FUNDING TARGET**  Gymnastic equipment had been ordered. Cost was approx. £1000.  New books for the library – cost was in the region of £500.  Big projects were likely to be resurfacing outside of Jubilee Hall. Current quotes were £17-20K. School would ask PTA to pay towards it and not all for it.  The school was looking for a new hybrid car which would be ULEZ compliant. This could be something that we could look to raise funds for at the Dinner and Dance (thermometer type raising) |  |
| **ITEM 7 – AOB**  Bryn suggested each form donating bulbs which could be planted along the steps leading to the school office. It was agreed that Penny/Bryn would discuss.  Thanks went to Ali for organising another successful second-hand uniform sale. It was noted that the sale raised just over £3K (some money would need to go back to parents)  It was agreed that it would be a good idea to get our own paid zoom account to avoid having to dial in again.  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. | Bryn/Penny to discuss.  Dan to be asked to look at cost of buying a zoom account.  Nameeta |
| **ITEM 8 – DATE OF NEXT MEETING**  10th October 2023 on Zoom at 8pm. | Nameeta |