**MINUTES OF PTA MEETING HELD ON**

**28th February 2024 at 8pm via Zoom**

In attendance: Dan, Nameeta, Chris, Gemma Mark, Paula, Rena, Dalia, Elisha, Sejal, Hina, Kim, Prejesh, Gemma, Ali and Gemma,

Apologies: Penny, Michael, Claire, Adam, Sarah Fahey

Summary: To discuss Summer Fair and School Disco

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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 Summer Fair and school disco.  The minutes of the last meeting were approved as a true record of the meeting. | Minutes of previous meeting approved |
| **ITEM 3 EVENTS**  **Movie Night - 3rd February 2024**  This was a well-received event and it raised £504 profit. The PTA thanked the teachers for organising and supervising the event.  **School disco – 25th March 2024 3.30 - 5/5.30pm**  It was noted that the song request box had been at school for a while and that there were a large number of requests made by the girls. It was agreed that Paula would put together a play list shortly.  Ticket costs £6 and tickets would go on sale shortly.  Dan would speak with Penny to agree a date for the trial run of the smoke machine and lights.  There was a request for volunteers: Paula (DJ), Nameeta and Ali were happy to help. It would be good to get a couple more people.  In terms of snacks – it was agreed that apples and ready salted crisps (in packets) would be appropriate.  It was also agreed that glow sticks would be nice.  The timings (subject to confirmation from Penny) was 3.30-5pm for nursery and reception and 3.30-5.30 for the rest of the school.  It was noted that there would be a movie set up in the form 6 class room as a quiet space for any children needing a break.  **2024 Panto Outing**  Nameeta had reserved 80 tickets for Tuesday 17th December at 2pm showing.  It was agreed that tickets would be sold at £15 early bird price to the end of the term and then it would go up to £18 to May half term. The normal price tickets were £23.50 for adults and £21.50 for children. The school discounted tickets were £12 with every 11th ticket free.  It was agreed that tickets would be allocated, and families could swap or seat children on the day.  **Summer Fair 18th May 2024 2-4.30pm**  It was noted that all forms were asked to provide Nameeta with details of the stalls that they would like.  It was agreed that Reception and Form 2 would have a joint stall and the other forms had sufficient numbers to have their own stalls. The teachers would also need to have a stall. Stalls were required for:   * Nursery – Hook-A-Duck/Lucky dip (for prizes) * Reception and Form 2 * Form 1 * Form 3 * Form 4 – Jazzy Jars * Form 5 - * Form 6 – soak a year 6 * Teachers   Nameeta agreed to send out a list of past stalls (and note whether we already have the equipment) to form reps.  Once stalls were confirmed than each form would need to provide a list of the equipment that they will need for their stall so that these could be allocated  Garden games would be available on the lower tennis court which would be free.  It was noted that for the Tombola, given that pre-prep is quite small, the PTA would request pre-prep parents to provide 2 or more chocolates if possible.  Forms would be asked to put together their own rotas and signage for their stalls. If anything needed to be purchased and forms wanted PTA to pay, then they should let Dan/Nameeta know in advance and provide receipts to be reimbursed.  In terms of refreshments, it was agreed that there would be a Tuck shop for food which would need contributions and the governors would be happy to man the drinks stall. Nameeta would ask Penny what drinks were in the PTA cupboard.  The fair was likely to run from 2 - 4.30 and the gates would be likely to be open from 11/12 noon for set up.  Dan confirmed that the additional tokens had been bought.  It was agreed that the next meeting would be in person at the School to finalise plans and to give time to forms to get whatever they needed for their stalls.  **Family Picnic**  A proposed date for the family picnic in the Aquadrome was 15th June 2024. This would need to be checked against the school calendar to make sure that there was no clash.  **Speech Day soiree**  A couple of years ago the PTA had run an auction where parents donated items/experiences, and these were auctioned off. Last year the school had provided a couple of experiences as Penny did not want to ask parents each year. It was agreed that it would be a good idea to check what Penny wanted to do this year.  **Other suggested events**    Hina suggested a Mother’s day breakfast – it was agreed that it was too late for this year but this could be an event for the future. Alternatively a Grandparents day.   As father’s day was the same weekend as the proposed family picnic date it could be a father’s day picnic.  **Other suggested fund-raising events:**   * Raise £20.25 in 2025 where each child is asked to raise £20.25 and the funds are put towards something for the school. * Break the rules day * Easter egg hunt * Frozen Fridays. | Paula to put play list together.  Dan to launch sale.  Any volunteers to let Nameeta know.  Nameeta to pick up snacks.  Paula to buy glow sticks  Penny to confirm school disco timings.  Penny to confirm who will set up the movie in form 6.  Dan to send out comms and set up online sales  Form reps to provide list of stalls by 8th March ideally  Nameeta to check drinks Itinerary  Nameeta to check with Penny if date is ok.  Nameeta to check with Penny if she wanted to have a PTA auction at speech day |
| **ITEM 4 – FINANCE UPDATE**  Dan confirmed approx. £13,000 in the bank.  The curtain track of £582 bill had been paid.  It was noted that a 2nd hand uniform sale would be taking place in April. |  |
| **ITEM 5 – FUNDING TARGET**  Penny requested funding for some additional costumes. Cost would be in the region of £400.  It was noted that the area outside the Jubilee hall had been re-surfaced. |  |
| **ITEM 6 – AOB**  There was no other business |  |
| **ITEM 8 – DATE OF NEXT MEETING**  20th March 2024 – in person meeting at school to discuss Summer Fair and speech day soiree. | Nameeta |