**MINUTES OF PTA MEETING HELD ON**

**24th April 2024 at 8pm In person @CHP**

In attendance: Dan, Nameeta, Penny, Chris, Mark, Rena, Dalia, Sejal, Kim, Ali, Rupa and Clare,

Apologies:, Michael, Claire, Adam, Sarah Fahey Elisha, Hina and Gemma

Summary: To discuss Summer Fair, family evening auction and future fund raising 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 Summer Fair, the PTA auction (at the Family evening) and events for 2024/2025 academic year.  The minutes of the last meeting were approved as a true record of the meeting. | Minutes of previous meeting approved |
| **ITEM 3 EVENTS**  **School disco – 25th March 2024**  The School disco had been a successful event with 83 tickets being sold which had raised £508 and after expenses a profit of about £470. All feedback had been positive but one request was not to do it after a school trip as the girls were shattered. It was however a nice idea to do it at the end of term.  **2024 Panto Outing – 2nd December 2024**  51 tickets had been sold to date which was excellent. We only had 29 tickets left to sell. We had raised £765 with tickets costing £12 with each 12 ticket being free this would be a nice profit.  It was agreed that a reminder clarion call should be sent out to remind people to buy tickets.  Penny would also contact new parents joining in September to let them know about the panto tickets.  Dan would also send out a reminder on the PTA WhatsApp group to remind people  **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. There was a request to complete the equipment list by **1st May 2024.**  The following stalls had been confirmed:   * Nursery – Hook-A-Duck/Lucky dip (for prizes) * Reception and Form 2 - Tombola * Form 1 – Lantern Making * Form 3 – Cup cake decorating * Form 4 – Jazzy Jars * Form 5 – Human fruit machine/play your cards right * Form 6 – Soak a year 6 * Teachers – how long can you Hoola & fact & fib quiz   Nameeta requested that if anything was needed from the PTA that forms make the request asap and if they wanted the PTA to pay/contribute towards anything needed for their stall then they should ask asap so that we can get items and costs in.  There was a request for the following items to be requested from the school community:  Nursery/hook-a-duck – cuddly toys  Form 4/Tombola – there would be a mufti day (17th May) where pre-prep would be asked to bring in 2 chocolate items and Prep a bottles  Jazzy Jars/Tombola – raffle tickets  Form 1/Lantern making – large (coffee sized) glass jars.  Form 4/Jazzy jars –girls would be asked to bring in their jars on 10th May.  There was discussion on whether the glitter bar (nails and tattoos) should be set up. This would be a communal stall so would need volunteers from all forms. Dan suggested asking last year’s form 6’s to see if they would man it. If there were enough volunteers then the stall would include nails and tattoos.  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.  In terms of refreshments, it was agreed that the tuck shop set up works best. Parents would be asked to donate food items and the request would be to limit to maximum 20 portions per donation to avoid food wastage. Volunteers would be asked to help man the stall and Nameeta would put a rota together. If the weather was good then Ice lollies would be sold.  It was agreed that it would be a good idea to see if there was a charity who would accept food items if there was anything left over.  Drinks – the Governors would man the drinks stall. In terms of drinks it was agreed the following alcohol would be bought:   * Pimms and Lemonade (plus garnishes) * Beer * Rose Wine * White Wine   Soft Drinks:   * Fruit shoots * Fizzy drinks * Water (still and fizzy) * ice   It was noted that any left-over drinks could be used for the family evening and the PTA drinks in September.  Logistics:  Forms were asked to prepare their own signage and rotas of people manning their form stalls.  Dan would ask for more dads to help collect tokens from stalls and bring them back to Dan for re-sale.  If people need to prepare items on Friday (17th May), they can arrive at 2pm.  Gates would open at 12 noon on 18th May for people to come and set up their stalls.  Penny would carry out a risk assessment. Penny would also allocate locations for each stall  **Family Picnic** **15th June 2024**  It was noted that the family picnic in the Aquadrome was a way of getting the school community together. There was a suggested donation of £5 but the idea is for people to get together in a relaxed setting and not a fund raiser.  **Family evening soiree 6th July 2024**  Rainbow Hampers - It was noted that each house would be asked to make 2 hampers in house colours (one for pre-prep and one for prep). The intention was for each hamper to have items in house colours so for Robins a red bottle of wine or box of celebrations. The girls would be asked to bring one item in which was in their house colour. The teachers/governors would donate a monochrome hamper. These would then be auctioned off at the Family evening.  Teachers representing each house would put the hampers together.  A request would be made to parents after the Summer Fair.  The school would also auction class mufti day and head for the day.  There would be a prize for the house whose hamper raised the most money.  **Events for 2024/2025**  5th September 2024 –PTA drinks before Meet the Form Teacher evening.  In the Autumn term there would be a parent quiz night. Penny to confirm date.  As there was Christmas panto outing there would not be a Christmas fair and instead the movie night could be held before Christmas.  In January, a family bingo night would be organised.  **Other suggested events**  Book of Dreams – This had been suggested by a Dad as stall for the fair. It was agreed that this would be a better idea for Form 6.  Fund raising 2025 – The idea was for each child (who wanted to participate) to raise £20.25. How they raise it will be up to them. It could be for a specific item agreed by the school council.  Mother’s/Father’s/Grandparents day breakfast – it was agreed that this would be a school event and not a PTA event.  Frozen Fridays – If the weather was good then the PTA could look to sell ice lollies on a Friday. This was a quick and easy way to raise funds. It was agreed that subject to good weather, The PTA would pilot it on 7th June. | Penny/Dan  Penny  Dan  Form Reps  Penny to include requests in the news letter  Dan to check raffle ticket status  Dan to ask ex-form 6 girls to see if they can man the glitter stall.  Nameeta to make a request for parent volunteers for glitter bar  Nameeta to prepare tuck shop donation list and rota.  Form reps to circulate list  Nameeta to see if nursing homes in Chorleywood would be willing to accept food donations.  Penny to provide itinerary of drinks in PTA cupboard and confirm that we have enough plastic wine glasses .  Nameeta to order/buy drinks  Form reps to put rotas together for their own form.  Nameeta to do signage for Glitter bar and tuck shop  Penny  Penny to send out request after Summer Fair |
| **ITEM 4 – FINANCE UPDATE**  Clare confirmed approx. £16,000 in the bank.  Mrs Chana was researching into self-charging hybrid cars. |  |
| **ITEM 5 – FUNDING TARGET**  Penny requested funding Virtual Reality as a STEM day event for approx. £609 plus VAT. |  |
| **ITEM 6 – AOB**  As this would be the last meeting of the academic year, Dan, Nameeta and Penny thanked the Form reps for all their hard work and support. |  |
| **ITEM 7 – DATE OF NEXT MEETING**  12 September 2024 – Via Zoom | Nameeta |