**MINUTES OF PTA MEETING HELD ON**

**12 September 2024 at 8pm via Zoom**

In attendance: Dan, Nameeta, Penny, Chris, Mark, Clare, Ali, Tracy, Nicholas, Claire. Simon Eckersall, Tara, Leandri, Shweta, Sarah Marshall

Summary: To discuss the events for Autumn term and future events/fundraising

|  |  |
| --- | --- |
| **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 PTA events for this coming term and also future events plus any fundraising ideas.  The minutes of the last meeting were approved as a true record of the meeting. |  |
| **ITEM 3 EVENTS**  **Summer Fair – 18th May 2024**  Those who attended the summer fair agreed that it had been very successful and a lot of money had been raised. Costs that had been incurred had also covered costs associated with other events (e.g. drinks purchased for the summer fair had also been used at the summer social and new tombola boxes had been purchased for future events). Profit had been in excessive of £2000 which was huge given that the event had been limited only to CHP families.  **Frozen Fridays**  These had been very well received and everyone agreed that it was a good idea. Profit had been about £220. It was agreed that it was a good idea to spread this out to every other week. All agreed that it would be good to carry these on next summer.  **Quiz night 12th October 2024**  This was an adult only event.  It was agreed that it would be worth keeping the ticket prices the same if possible (£10 without food and £20 with food). It was agreed that the food choice last time worked well and the aim would be to repeat the same menu. It was agreed that Nameeta would look into the cost and order the food.  Dan would arrange a Tens licence to sell wine and beer.  The format would be as previously – aim to start at 7.30 with a break for food at about 8.30 for dinner and then continue to until about 9.30/10pm.  Penny confirmed that Mr Andrews would set out the tables the evening before.  It was agreed that this would be advertised around the school and through clarion calls. The invitation would be extended to alumni parents as well. Tickets would be on sale as soon as the cost of the food was confirmed (this coming week).  Penny would put a list together of drinks in the PTA cupboard.  **Movie night – 7th December 2024**  It was noted that this would be for the girls only.  The teachers had agreed to run this event and school would be providing cookies. Each girl would need to bring their own drink.  It was agreed that the cost would be kept to £6 per child.  Timings would be 4-5pm for nursery and reception and 4-6pm for the rest of the school.  Penny confirmed that no parental help was needed.  Dan confirmed that ticket sales would go out tomorrow.  **2024 Panto Outing – 2nd December 2024 2pm show**  Dan confirmed that 60 tickets had been sold so far.  Dan would also send out a reminder on the PTA WhatsApp group to remind people.  It was agreed that the seat allocation / distribution would be done nearer the time.  **FUTURE EVENTS**  **Textile workshop**  It was agreed that a Christmas textile workshop would be a good idea. Nameeta would speak to Hanim to arrange a suitable date – this would ideally be 16th or 23rd November.  **£20.25 for 2025 fundraising**  This was an idea that another school in Chorleywood had run and the idea was for each girl would be to raise £20.25 (or more) for the school. The School Council could then decide what to spend the money on.  It was noted that this was completely voluntarily event and children did not need to participate if they did not want to. This was something that could be done over the term and could be done as a family. The children could use a sponsorship form that the PTA would provide.  It was agreed that this was something worth doing and it would be made clear that this was a PTA activity.  **Family Bingo afternoon 1st February 2025**  This would be a family event. Dan would look into how this would be organised. It was noted that the last event was too long and children lost interest. One idea was Hoy Bingo which involved calling out numbers from a pack of cards and not need a caller to call out numbers.  **End of Term School Disco – 3rd April 2025**  Paula had agreed to be the DJ for the event.  **Summer Fair 17th May 2025 2-4.30pm**  It was noted that the date of the summer fair would be 17th May 2025.  Other ideas: Mothers’ day/Fathers’ day breakfast – this would be a school event. | Nameeta to arrange food from Zufa  Dan to arrange Tens licence  Penny to make list of drinks.  Dan to send out whatsapp reminder for Panto.  Nameeta to speaking to the organiser.  Nameeta to prepare documentation for this event.  Dan to look into Bingo event. |
| **ITEM 4 – FINANCE UPDATE**  Clare confirmed approx. £21,000 in the bank. An umbrella licence of £126 would be spent in November 2024. It was noted that the last 2 uniform sales would need to be reimbursed and payments made. |  |
| **ITEM 5 – FUNDING TARGET**  Penny noted that:   * 2 new musical instruments were being bought. * Curtain and pulley system had been bought and already installed * A new car would be purchased in 2025 and the school was currently looking at a hybrid Toyota with 4 seats Penny would be asking the PTA to fund this in full (approx. £12K). * Heads of department would be asked to provide a wish list of what they would want/need. Penny would also be asking the school council to provide a wish list. |  |
| **ITEM 6 – AOB**  Chris suggested that given the amount in the PTA bank account, would it be worth putting the money into an interest bearing account. Clare said she would look into this.  It was noted that using Easy fundraising was worthwhile which was worth flagging to parents to use particularly over Christmas period. | Clare to look at the possibility of moving to an interest bearing account.  Dan to send a reminder about Easy fundraising. |
| **ITEM 7 – DATE OF NEXT MEETING**  9th January 2025 – Via Zoom | Nameeta |