**MINUTES OF PTA MEETING HELD ON**

**1st May 2025 at 8pm via Zoom**

In attendance: Dan, Nameeta, Penny, Chris, Ali, Tracy, Maryam, Raji, Shewta and Dimple

Summary: To discuss the summer fair and potential events for next term

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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 upcoming summer fair and potential events for next term.  The minutes of the last meeting were approved as a true record of the meeting. |  |
| **ITEM 3 EVENTS**  Feedback on last term’s events was positive.  **School Disco – 2 April 2025**  As always, the school disco was well attended with 83 tickets sold and £492 in takings. It was noted that the expenses were minimal and therefore a good profit had been made. The feedback had been positive. It was noted that the light up rings had small batteries in them and in future these would not be given to the girls. It was also noted that there had been a shortage on refreshments this year and so in the future these should be increased.  **Summer Fair 17th May 2025 2-4.30pm**  Nameeta had circulated the action list and equipment list and had populated it as much as she could given what people had asked for in respect of particular stalls. She requested that everyone look at the list and add in other equipment that they may need.  Penny would allocate the location of the stalls and would prepare a wet weather plan in case of rain.  In terms of the price to be charged – this was up to each stall. There was some signage from previous years in the PTA cupboard which people were welcome to come and take from the office – it showed the prices charged and was helpful in determining what was charged in previous years.  If any form had costs that they wanted to claim from the PTA, they should send receipts in to Dan/Nameeta/Clare.  It was noted that the teachers’ stall was a hoola-hoop competition and guess how many in a jar stall.  It was noted that a number of girls from last year’s form 6 (now form 7) had agreed to run the nail stall – there would not be tattoos this year as one of the current form 6 stall was selling that.  Both reception and nursery were looking for soft toys as prizes for their stalls and the form reps would be in touch to discuss how these would be divided.  It was noted that tokens were already on sale via the PTA website. Help was needed to collect tokens from each stall and to bring them back to Dan. The dragons den stall would tally up the tokens before they get taken away.  A request had gone out to all parents with regards to the tuckshop – both in terms of items for donation and also for volunteers to man the stall. Nameeta would buy ice lollies if the weather was warm for the tuckshop on the day and would pick up ice as well.  The Governors would be running the drink stall. Penny would send an update with regards to drinks within the PTA stall.  It was noted that set up was from 12 noon. For Jazzy jars and the tombola labelling could be done on Friday afternoon.  It was noted that form 2 would be asked to make at least 2 jazzy jars and pre-prep would be encouraged to bring 2 boxes each.  Frozen Fridays  There would be 2 Frozen Fridays on 6th and 20th June. If there was a lot of stock, then there may be another date included.  Prices £1 a lolly. It would be housed in the carpark area. There was a need for volunteers – ideally 3-4 volunteers. The variety of lollies would be limited to 3-4.  Summer Picnic  This would be held at the aquadrome. It was agreed that it would be held on 22nd June from 12.30 onwards. There would be no charge for this.  Summer soiree  Penny confirmed that no PTA help was needed for the summer family evening. | All form reps  Penny  Penny |
| **ITEM 4 – CHAIRMAN AND SECRETARY**  Penny reported that there had been no volunteers come forward for either position. Penny would send out a further communication to remind people that the positions were still available. |  |
| **ITEM 5 – FINANCE UPDATE & FUNDING TARGETS**  Dan confirmed approx. £21,500 in the bank. The school uniform sale had raised £1.5K. Out of this there was some repayments to be made but there was a healthy balance.  Penny confirmed that there was still an intention to buy a car which would happen later in the year.  Penny would also ask subject leads to think about anything that they may need which they could ask the PTA for. |  |
| **ITEM 6 – AOB**  It was noted that this was the last PTA meeting where Dan and Nameeta would be running. All attending thanked Dan and Nameeta as chair and secretary and for their efforts in organising the PTA events. |  |
| **ITEM 7 – DATE OF NEXT MEETING**  17th September 2025 |  |