

Minutes

**PTA Minutes**

**Date | time 15/11/2022 at 10am | Meeting called to order by Sarah Froggatt PTA Chair.**

# In Attendance Apologies

Wendy Sellers

Sarah Froggatt

Siobhan Hart Abi Da’Bell

Nicola Dale Lauren Hennessy

Kath Warden

Amy Thompson

# Welcome and actions:

Sarah Froggatt chaired today’s meeting: Ran through Christmas Bazaar spreadsheet.

**Christmas Market/Fair to do list:**

Date: Friday 2nd December. Set up from 1.30 – stalls set up from 2pm.

6 Stalls confirmed so far. Bring own lights for tables?

**Gazebos & outside lights & power desperately needed!!!!** Paul Coates unfortunately can’t supply the gazebos or lights now. Big push needed by everyone to try & borrow some.

**Everyone** Music for outside? Power & leads? Choir all sorted.

**Mrs Keating** to ask Nicola if we can borrow her one.

Bring it in Days- Send reminders on social & WhatsApp groups. It was suggested send reminders out before the weekend so people can pick things up at the weekend.

**Mrs Sellers** to check if we can try to advertise by school pick up on the grass area & with Rob if he has some posts we can use to put posters on.

**Lauren** to Confirm if Santa has a costume – Jamie has his own outfit.

**Nicola** Santa stickers ordered. Need to order some other items like note pads & slap bands.

**Siobhan, Nicola & Kath** Santas Grotto - check what decorations we have & school to be a plea out if more needed. This can now be inside in the staff room area.

**Siobhan** Ask in business for vouchers for the raffle.

**Nicola or Sarah** Haribo sweets instead of chocolate to be ordered.

**Kath** Alcohol licence.

**Kath** Amazon voucher.

**Kath** Change for stalls.

**Siobhan & Lauren** raffle tickets on bottles. Check PTA cupboard for tickets. Tickets ae in the cupboard.

**Sarah** Crafts, we have wreaths in the cupboard. Order little wooden snowmen.

**Lauren** Fruit M/C check it’s OK to use.

 **Sarah** Face Painting & glitter tattoos**,** order more glitter.

**Sarah** Price Lists.

**Sarah** Raffle ticketsreminder & extra needed for the day **Wendy Sellers** to print out.

**Sarah** Christmas tree game.

**Siobhan** Hampers baskets.

**Amy & Kath** to bake gingerbread men, about 80.

**Kath** Chocolate toss game.

**Kath** Hook the Bauble instead of Hook the duck.

**Lauren** Tinsel needed & baubles. We can check what we have first.

**Abi** Guess the number of small baubles game. Plastic jars needed. Fairy Lights.

A big push is needed for help to set up and run stalls.

**Sarah** to send out updated spreadsheet & allocate jobs to people. Attached.

# Finance

Tuck Shop – if we sell all the items, we have we will make a profit of between £900 & £1500.

We also have another Laptop sponsor!! That’s 3 so far.

# Next Meeting

Tuesday 22nd November 10am. Mrs Sellers to send out Teams meeting.

# *AOB*

Ongoing actions:

Keep in touch & float ideas through the WhatsApp group.

**Nic & Siobhan** & Kath to look at the PTA cupboard –Friday morning.

**Kath -** Mrs Keating asked if we could look into registering as a charity again.

**Sarah** - Promote second hand uniform each week. Rather than bringing it all outside each week create a reminder board to put outside.

**Lauren** - PTA questionnaire: to ask if it can be sent out with this month’s newsletter or WhatsApp groups.

**Lauren -** Visual Total board – found one! Lauren to ask Rob to varnish it and out up outside.

**Kath** - 100 club.

**Sarah** - Bags of Textiles – to look into if we can do one before the end of the year.

**Mrs Sellers** – to ask if the Nativity can be filmed to sell?