



PTA COMMITTEE MINUTES – Tuesday 2nd November 2021

ATTENDEES

PRESENT: Viorica Toma, Rachael Douglas, Jo Meredith, Katharina Roelofs, Jeanette Triegaardt, Claire Conn, Will Haigh and Halima Geddes.

APOLOGIES: Carly Lees and Candice L

MEETING MINUTES

1. Action Points

The minutes and action points from the last meeting held on 14th September were discussed.

- **Update on Meeting with Sarah Jones:** Sarah is very happy for us to hold a PTA meet and greet with teachers one morning before school. Rachael to organise this and to send the teachers the request for funding form in advance via Paddy. **Done**

Christmas Fair - The committee unfortunately can't manage a Thursday afternoon due to work commitments so Katharina will let Sarah know and suggest Friday 10th December. **Done**

Summer Fair - Sarah would prefer to hold it two Saturdays before the end of the summer term. The committee agreed to the date of 9th July. Rachael to check the Wimbledon tennis dates. **Done. 9th/10th July is the final weekend of the championships.**

AGM - Sarah has suggested we invite Ben Matthews too Katharina/Rachael **Done**

Katharina to get more details from Sarah on the canopy for the Early Years' playground and also ask the new music teacher how we may be able to support their needs. **Done - see agenda.**

School needs a volunteer to do some school grounds gardening maintenance - someone who has knowledge of gardening if we can advertise in one of our parent-mails/hub etc. Rachael to mention in the parentmail. **Done**

- **Future PTA Events / Fundraising Ideas:** Rachael to find out from My Art Project what the process is for ordering Christmas cards. **Done and all in hand.**

Jeanette to pick up with JDW the issue of some of the boards that have been drilled into people's gateposts. **CFWD**

Katharina to put to Sarah Jones and teachers the idea of holding an International Day food market, around Easter time. **To be picked up in the meeting with Sarah in the New Year after half term.**

School Website - PTA Pages: The PTA pages on the school's website need updating. Rachael and Will to find out if we can have access to update the pages remotely and update.
Ongoing - Will and Rachael have access to the pages online.

PTA Coffee Morning: Candice and Claire kindly agreed to organise. **CFWD**

2. Finance Update

- We currently have £32,953.21 in the bank.

3. Christmas

- **Cards:** Rachael and Halima confirmed all is in hand.
- **Trees:** The order form is going live this week. **Claire** to send **Will** the Christmas tree order form link so he can post it on the Hub. **Rachael** to include the order link in the parentmail. **Katharina** to design a door to door leaflet with a QR code for the Hub advertising the Christmas tree sale and Christmas online market.
- **Fair:** The below was agreed:
 - Private stalls - make sure stall holders know it's card only
 - Agreed to use same colour tokens for everything with a card machine at the food and drinks stall.
 - Suggested we have two card readers at the entrance, one at the food and drinks station and one circulating. **Halima** to find out how much card readers cost and how they work.
 - Stall donations to be stored underneath the stage in the main hall - check we can do this in light of no free classroom to store stuff in as we have done previously
 - Agreed stall prizes be a mix of Santa hats/poppets/sweets/reindeer ears (or similar)
 - Everyone keen to keep the stall name 'Elfridges'
 - Agreed the 'Winner Winner, Turkey Dinner' is not for us this year given we don't have a donated turkey.
 - External stalls - a £45 charge for a stall which will include the option to be included in the virtual market too (apart from the recycling company stall - £30 charge)
 - **Katharina and Rachael** to send an invitation with Zoom link to class reps for a meeting next week to discuss the Christmas Fair/stall allocation.
 - **Jeanette** to find out from JDW if they will support advertising the Christmas Fair on estate agent boards and if so what the lead time will be and negotiate for three weeks rather than four if need be.
- **Online Market:** 19 stalls signed up so far.
- **Raffle:** Work in progress.
- **Christmas decorations for children to decorate:** **Will** to ask Rebecca Davidson if she would be happy for us to provide Christmas decorations for Key Stage 1 children to decorate at school for the school Christmas tree.

4. PE T-Shirts Update

- The order has been placed and now needs to be paid for.
- **Katharina and Carly** to send an email to parents who have placed an order apologising for the delay and to let them know the orders will be with them soon.

5. Spending Requests

- **Early Years' Canopy:** The PTA has been approached by the school asking for assistance with funding for a canopy of the Early Years' playground. A brief discussion took place and **Katharina** agreed to pick this up with Rebecca Davidson in person. The committee is keen to support this request for funding but given it is a lot of money

that will only benefit the Early Years, they would like to understand exactly where the canopy is going, how are we financing it i.e. full or part and when they require the funds.

- **Black History Month:** The committee agreed to the additional cost of c.£180 for the Black History Month books.

6. PTA Events / Fundraising Ideas

- **Activities 2021/22: Claire/Jeanette/Rachael** to organise a collection point at the second-hand Christmas jumper sale on the 26th November for donations for Teddies Trust.
- **Diwali: Katharina** to organise balloons to go up at the main school gates in celebration of this festival.

7. Date of the Next Meeting

- **Rachael** to organise for the New Year.

8. AOB

- **Leaving Present for Rema:** A budget of £30 was agreed. **Rachael** to organise.

No other matters were discussed and the meeting ended.