



PTA Meeting Minutes, Thursday 17th October 2019

Attendees: Syreeta Tranfield, Kaylee Warman Tajinder Salotera, Gurcharan Salotera, Julie Williams, Paul Grimwood, Gemma Thomas, Robyn Russell-Hughes, Camilla Young, Carly Gammage, Preena Pankhania, Michelle Soan, Sandra Mulcandi, Patricia Huertas, Chloe Fisher, Mike Seymour, Selena Pugh, Kimberley Latham, Kim White

Apologies: Ana Fraga, Chris Lean, Ali Lake,

Item	Subject	Actions
1	Matters Arising from the minutes Independent Accountant required. Audit the accounts. Add to newsletter. Other wise Julies husband will do it.	ST/JW
2	50/50 Update / Hot Dog Night / Quiz night / Mufti Day Fab job Gemma on 50/50 club – 58 people signed up. Will run again in January. Hot Dog Night 163 sold to date. Break in the middle for KGB to help it run smoother. Add Roll contains gluten to website. Quiz Night 34 to date (check) Mufti Day – Carly managing. Labelling at both KGB and PAB. Store them at school, JW to confirm where. Save Boxes please.	KW ST JW
3	Discos / Festive Fun Yr123 47 – Full list of vols Yr456 28 – 4 out of 6 vols assigned Kaylee leading discos Posters have gone home today Festive Fun – Clarify timings for reception on poster. Santa – need to recruit someone to do both sessions on 5th.	GS ALL
4	Volunteers & Incentives Camilla created master spreadsheet for all events and volunteers. Most events are well staffed. Upper school is harder to recruit. Acknowledgement of support / incentives. List of people who have helped this term to go into newsletter. Circulate list before it goes into print so people are not missed. Omit people who do not want to be mentioned. Offer refreshments to volunteers. Front row of panto is reserved for PTA volunteers. Volunteer profiles – ask same set of questions and post on facebook to encourage people to engage.	CY TS/GS/ KW CY/GS
5	PTA Events Advertising Advertising revenue does not benefit the PTA due to the platform we are on. We've now switched to the premium package which means revenue comes to the PTA. The costs for transactions are also reduced. Cost of the package is £299. The savings and revenue from advertising will mean that this cost is covered.	





	<p>The School are also able to approve who advertises. Gurcharan is now dealing with advertisers. Julie to pass Gurcharan the contact details for Fit For Sport.</p>	JW
6	<p>Silent Auction / Raffle To take place at the Christmas Fair. Concern that we wouldn't get high value prizes for a silent auction. The auction can run on Facebook and bids can be placed at designated times or via submissions. Concern that an auction is not very inclusive. Decided to get some big ticket prizes and run a raffle. Offer reduced price advertising on PTA events as a negotiation tool. Ask parents for match funding from corporates they work for.</p>	ALL
7	<p>Christmas Panto Matthew Arnold have a capacity of 400 seated plus floor seating at the front for children if they wish. Car parking available on site. Staff and students will be helping on the day. Panto company arriving at 3pm to set up. Starts 4pm Breakeven point is 103 tickets. Staff are invited to join us. Tajinder would like Mr Grimwood to do an opening or closing speech. Seats allocated on a first come first served basis – update on Facebook and PTA Events Extend hall occupancy to 6.30pm to allow more selling time after the panto</p> <p>Stalls / Format 3-4pm in the canteen area Set up vols on PTA events for set up and pre / during and after the panto See attached list of stalls We have a license to sell alcohol Ask retailers to donate mince pies Home tech in upper school to prep cakes for sale / also ask Matthew Arnold Put a call out for donations of cake the week before – Facebook & Newsletter. Adhesive tattoos but no face paints or glitter tattoos Need to establish a lead for each stall – Camilla to schedule Christmas trees – Mike and Kimberley looking into this - could a pre order process work OR could we give people a voucher and if they buy a tree we get a commission? 4 x external stall holders are recruited to sell items on the day.</p> <p>Christmas Cards Samples will go home asap. All orders to be placed online at pta-events.</p>	<p>PG ST TS ALL TS ST CY KL/MS KW</p>





	<p>Christmas Jumper Swap Christmas Jumper day 16th December – could children bring a jumper and swap at the fair?</p> <p>Chip & Pin Machine Policy needed for use of chip and pin machine for security and access to finance. Look into changing password every time to prevent long term access.</p>	<p>RRH</p> <p>TS</p>
8	<p>Thinking Ahead: Bottle Challenge / Virgin Giving / Magic Show Carried forward to next meeting</p>	
9	<p>Any Other Business</p> <p>Professional photography sessions can be offered through the PTA. The photographer is a parent and will make a small charge for the images but allow the PTA to charge for the session. Syreeta to confirm with photographer and check sessions could be set up and booked online at PTA Events.</p> <p>We no longer have a photographer to take pictures at the disco. Need to put a call out for a volunteer though Julie thinks a Teacher could possibly do it and will find out.</p> <p>Kim White addressed the points raised by Sandra:</p> <ol style="list-style-type: none"> Investments should be listed separately: Playpod not an investment for PTA so it was not listed as such. From now on payments will be listed in detail: instead of Riverbridge payment, we will say 'Payment for play pod ' No account error in summer figures. However we are looking for an independent accountant to check accounts so errors will be picked up easily in future. <p>Lottery licence Our current lottery licence covers us for our suggested raffle idea as follows: - raffles where money is taken in advance or on the day and - 1 or more prize are offered And - the draw is made by chance</p> <p>In short our licence covers us for our Christmas plans for the raffle and our 50/50 club.</p>	<p>ST</p> <p>CY/JW</p>
10	<p>Date of Next meeting TBC</p>	

