

## PTA meeting – 2<sup>nd</sup> march 2016

### Minutes

*Apologies: Sonia Johnson, Joy Heard, Kevin Antao, Stina Hokby*

It was a rather short meeting – minutes were as follows:

#### 1. Treasurer's report

- a. Only an informal update as no change in budgeting/expense has occurred.
- b. The Treasurer and the former Chair and current Chair of the PTA are involved in transferring the bank account from HSBC to the local Barclays.

#### 2. Update on the back garden

- a. A meeting with Mrs Brumby and Mrs Ryan is scheduled for the 3<sup>rd</sup> march 2016. A briefing document will subsequently be produced by the Chair and the vice-Chair, and will be sent to relevant companies in order to get quotes.
- b. **Action:** Shiree and Sophie to report on progress and quotes obtained at the next PTA meeting.

#### 3. Fund raising efforts

##### a. Cake sales

- i. The Year 6 will organise a cake sale in May in order to raise funds specifically for the year 6.
- ii. The next PTA cake sale will be on the 18<sup>th</sup> March.

##### b. Summer Fair

- i. The Summer Fair will be on the 9<sup>th</sup> July.
- ii. The initial kick-off meeting will be held on 16<sup>th</sup> March at Shiree Allen's house. Agenda will cover:
  - the organisation of the various stands
  - the theme (various themes have been suggested so far: the Olympics, Brazil, Rio Carnival, Circus)
  - the budget
  - General organisation and role allocation. Already confirmed are the parents of 2E for the face painting and the parents of year 6 for the supervision of the bouncy castles.
- iii. Shiree will join the staff meeting on 20<sup>th</sup> April to report back.

##### c. Fun Run

- i. Will be held on Sunday 19<sup>th</sup> June and the PTA will need parents to volunteer organising the event.
- ii. The event will be advertised as a "Fun Run, Fun Walk!"

**d. Quiz Night**

i. Event will be held 21<sup>st</sup> May. Event will be advertised and tickets will be on sale beforehand. Shiree Allen is the main organiser and will need volunteers to run the Night.

e. **Ideas for future events (Q3 2016):** include a cheese & wine tasting night, and a night @ the Movies for children. **Action:** these ideas need to be formalised for the next PTA meeting.

**4. –Coffee mornings**

a. The funding of the coffee mornings, which are likely to be funded from expenses rather than having to manage some petty cash. **Kevin** to advise.

**5. Brief recap of all dates:**

- 16<sup>th</sup> March, at Shiree's house: kick-off meeting of the Summer Fair
- 18<sup>th</sup> March: Cake sale
- 27<sup>th</sup> April: next PTA meeting
- 21<sup>st</sup> May: Quiz Night
- 19<sup>th</sup> June: Fun Run
- 9<sup>th</sup> July: Summer Fair

End.