

PTA meeting – 2nd 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 3rd 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 18th March.

b. Summer Fair

- i. The Summer Fair will be on the 9th July.
- ii. The initial kick-off meeting will be held on 16th 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 20th April to report back.

c. Fun Run

- i. Will be held on Sunday 19th 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 21st 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:

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

End.