



## Berewood Primary School PTA Meeting 17<sup>th</sup> Novemebr 2017

### **Present**

Mrs. Patrick- Head Teacher  
 Miss. V Broadbridge  
 Tammi Ashley- Chair  
 Samm McKinnon- Deputy Chair  
 Lisa Shirley- Deputy Chair  
 Jen Reid-Treasurer  
 Charlotte Heslop- Secretary  
 Kate Vigus  
 Marcel Sophie  
 Gillian Roe  
 Natalie Lippe  
 Jenna Cook  
 Laura Moles  
 Sam Houston  
 Emma Port  
 Olivia Barnveld  
 Nicole Platts-Weston

		<b>Action</b>
1.	<p><b><u>Minutes of Last Meeting</u></b></p> <p>Agreed most of last meeting minutes will be discussed in this meeting.</p> <p>Introduction for new attendees.</p>	
2.	<p><b><u>Treasurers Report</u></b></p> <p>A hard copy of the treasurer's report was made available (this can be obtained on request).</p> <p>£202.00 has been donated to the school this term from the PTA. This equates to £5 per pupil, to benefit enrichment activities.</p> <p>£93 collected from second hand uniform sales.</p> <p>Quiz Night raised a huge £256.31</p> <p>Film night raised £173.04</p>	

	<p>Christmas cards; £193.80</p> <p>Accounts for this financial year are ready for auditing.</p>	JR
3.	<p><b><u>Pirate Ship</u></b></p> <p>Two proposals have been put forward; Option 2 was the unanimous choice of all attending the PTA meeting.</p> <p>This proposal now needs to be discussed and agreed with governors.</p> <p>Once the OK is given, we plan to start further “pirate’ themed fundraising. Ideas that were put forward: Name the Pirate bear, Flag design for the finished ship, cake sale with a nautical theme.</p> <p>It was agreed that a large picture of the chosen design should be displayed for all of the parents and children to see.</p>	VB SP
4.	<p><b><u>Clothes Rail</u></b></p> <p>Marcel is happy to staff the clothes rail at the weds coffee morning, if possible can a committee member get the rail out on a Tues afternoon so Marcel has easy access.</p> <p>If any clothes is removed from the rail for either donations or sales, can it please be documented what was taken, who it was taken by and how much (if anything is owed).</p>	MS All PTA committee members.  ALL
5.	<p>Christmas Market</p> <p>There has been lots of behind the scenes preparation going on for this event;</p> <p>Food and refreshments; Jacket potatoes, chips and snacks will be available from a trader organised by Tammi.</p> <p>External stallholders have confirmed.</p> <p>PTA games are organised</p> <p>Poker chips have been purchased to replace the need for money, meaning that the yr 5/6 children can help.</p> <p>Letter available with charity number, for when donations are requested.</p> <p>Wet weather plan agreed- hall and library to be utilised in the case of heavy rain.</p> <p>Lighting discussed. Concern over how much light is available. With Hall lights, fairy lights and tree lights, it was felt that this would probably provide adequate lighting enabling everyone to see. It was suggested that Grainger could be contacted for extra lights.</p>	TA          TA

	<p>Christmas lights for the tree and grotto. Awaiting Nicole to speak with B&amp;Q, to see if they are happy to donate.</p> <p>Nicole (with help) to decorate Grotto and provide gazebo.</p> <p>International Parents/ Carers: This stall will comprise food and tasters pertinent to times of celebration (including Christmas) in the countries represented. Flags will also be displayed.</p> <p>The school are organising children’s singing performances, and the idea of singing Silent night, in a variety of languages is something Mrs Patrick will discuss with Marcel, who is happy to assist.</p> <p>The classes are individually decorating Christmas scenes to be used on the stalls.</p> <p>Letter to be sent out to parents electronically and hard copies with parent permission slips to Yr 5/6.</p> <p>We hope to be able to sell mince pies and coffee at the event and have asked for donations of Christmas type cakes and mince pies from parents.</p> <p>LM talked about her old PTA and how Starbucks have a charity fund that can provide coffee for events. She will look in to this for us. Charity number and letter to be forwarded to her.</p> <p>Father Christmas has been organised (as has an Elf), there will be a maximum of 250 gifts available.</p> <p>Santander to attend the market.</p> <p><b><i>PTA committee and volunteers can access the school to set up the Christmas Market from 1.15pm.</i></b></p>	<p>NPW</p> <p>SM LS</p> <p>SP</p> <p>SP</p> <p>CH</p> <p>LM TA</p>
6.	<p><b><u>School Disco</u></b></p> <p>NL &amp; JC attended to put forward ideas regarding a school disco. NL had obtained prices from DJ’s, but they worked out expensive. Agreed that a Facebook request for anyone who knows of a DJ who would be prepared to do the event for free should go out. NL also suggested that a 2<sup>nd</sup> option could be that she could organise a play list independently.</p> <p>Glow sticks, glitter tattoos and festival glitter could be offered at a small price. JC kindly offered help with this.</p> <p>SM suggested a photo booth as knows someone who could provide this.</p> <p>Mrs Patrick has agreed that this event could take place next year for the KS2 children. Date to be confirmed.</p>	<p>CH</p> <p>NL</p> <p>JC</p> <p>SM</p>
7.	<p><b><u>A.O.B</u></b></p> <p>NPW will be resigning from her post as PTA Publicity Officer (with immediate effect). SP, TA, the other members of the PTA committee</p>	

	<p>thanked her for the work she has done.</p> <p>TA has spoken to PTA UK after Kate Vigus expressed an interest in joining the committee. They agreed that the post could be backfilled, as long as all members happy. All members agreed that KV would be a very welcome asset. Welcome to Kate.</p> <p>Discussion around the purchase of Panto tickets for next year. It was agreed that we would buy 150 next year to prevent us having to sell them back as per this year. (2 tickets remain from this year, and are being offered at face value).</p> <p>TA asked that we think about ideas of what we could do next summer. If a circus is required for 2019, we need to book in the new year.</p> <p>LM suggested a BBQ and a summer fayre.</p>	<p>ALL</p> <p>ALL</p>
9.	<b><u>NEXT MEETING TUES 12<sup>th</sup> December 2017 @7pm</u></b>	