



Parent Teacher Association Meeting – 8th November 2017

In attendance	Apologies
Mr Wanford – Headteacher Laurilee Green – Parent (Birch) Mr Clarke – Parent (Willow) Ola Olatunde - Parent (Chestnut) Ineet Suri – Parent (Chestnut) Penny Fletcher – Parent (Chestnut) Anita Davis – Parent (Birch) Christine Martone – Parent (Birch) Reena Yadav – Parent (Willow; Chestnut)	Bina Varsani – Parent (Willow)

Agenda Item	Discussion/Actions
Cinema Event	<p>Review of actions:</p> <p><i>Action: Mrs Erdos to liaise with Busy Living so that they are aware of implications for their club that day. Completed</i></p> <p><i>Action: Mrs Erdos to purchase licence for viewing films for PTA. In progress.</i></p> <p><i>Action: Mr Wanford to confirm which date the event was to be held. Completed – 1st December.</i></p> <p><i>Action: Mr Wanford/Mrs Erdos to confirm price/costing for event and bring to next meeting. Completed.</i></p> <p><i>Action: Film to be decided at next committee meeting. Completed.</i></p> <p>The following parents/carers volunteered their help to organise and run the event on the 1st December:</p> <ul style="list-style-type: none"> • Willow: Laura Nunn • Chestnut: Penny Fletcher, Ola Olatunde, Ineet Suri, Mirelle Carr-Simpson • Birch: Christine Martone, Laurilee Green <p>Adults supporting would need to come into school by about 2.45pm in order to set up for the event on the Friday. Staff would be on hand throughout the event for safeguarding requirements (e.g. taking children to the toilet). Over time, we would look to get all PTA members DBS checked so that this limits this problem.</p> <ul style="list-style-type: none"> • Price agreed for event (including snacks): £3.50 • Christine to source the Fruit Shoot drinks through football club (put on letter for parents to pre-select flavour drink to help with ordering) • Popcorn was discussed to ensure that it was nut free, and where the best place to get this at cost price. • Letter about event to go out on Friday (10th) and be returned by 22nd to allow sufficient planning time before the event. • 'Frozen' was decided as the film as the event was taking place on the 1st December and linked in with the winter/Christmas theme.

	<ul style="list-style-type: none"> • Ineet and Penny to source the sweets from their Halloween stock. • Mr Wanford said that the school can reimburse parents/carers for purchases made on behalf of PTA through the school. We will need to establish a float from our first events that we can use as money for spending etc. in future ones. • All reply slips with letter to be collated by PTA in order to create lists of who is going home with who and so they are aware of any allergies etc. when purchasing snacks. <p>Action: Christine to investigate Booker whole-sale in High Wycombe for Popcorn.</p> <p>Action: Office to draft a letter and send to Laurille and Laura to check and agree before sending out.</p>
Christmas Fair	<p>Review of actions:</p> <p>Action: Mrs Erdos to apply for alcohol licence for Green Ridge. In progress.</p> <p>Action: Mrs Fletcher to enquire with Kier about rocks we can use for the event. Completed and delivered today.</p> <p>Action: Mr Wanford to confirm date for non-uniform and bring a bottle. Completed – 1st December.</p> <p>The following classes and responsibilities were agreed for the Christmas Fair:</p> <ul style="list-style-type: none"> • Willow: Christmas Decoration making. • Birch: Reindeer Food making (porridge and glitter) • Chestnut: Berryfields Rocks <p>Next steps agreed:</p> <p>Action: Mr Wanford to ensure that children complete drawings for tea towel designs and send off for printing.</p> <p><u>Chestnut Class - Berryfields Rocks</u></p> <p>Mr Wanford highlighted that the PTA could use school poster paint for the stones, but there may be need to be some money taken back from the school to cover the paint used (or else this is using the school's on resources which is for the children's art and learning in school time). There would also need to be an adult on each table in the class where the event took place (approximately 5) to oversee the activity (mix of staff and parents).</p> <p>It was agreed that we would ask for 50p for each child that took part for the decorating of the rock.</p> <p>Action: Class reps to decide what to decorate the stones with (e.g. materials)</p> <p>Action: Class reps to purchase any materials needed for stone decoration.</p> <p>Action: Laurille and Penny to decide which lacquer is used to seal the stones after decoration so that they can be placed outside.</p> <p><u>Willow Class – Christmas Decoration</u></p> <p>Decorating a Christmas bauble was decided. It was agreed that we would ask for 50p for each child that took part for the decorating the baubles, but this was subject to the cost of the baubles and the cost of the materials to decorate the baubles. About five adults would also be needed to run this event.</p>

	<p>Action: Ola to find and source the baubles for the event.</p> <p><u>Birch Class- Reindeer Food</u> The reindeer food would be made out of porridge oats and glitter (which would be made out of sugar and food die to ensure it is edible and eco-friendly. A small number of adults would be required to run this event also (perhaps three or four). Action: Laurille to make the sugar for the glitter. Action: Christine and Anita to look at the cases/wrapping for the reindeer food. Action: Cost to be calculated for taking part in making this.</p> <p><u>Hall</u> There would be a refreshment table/staff which could sell:</p> <ul style="list-style-type: none"> • Hot drinks (tea/coffee) • Cold drinks (squash) • Mulled wine • Mince pies/cake <p>Christine could provide the earn in order to keep the mulled wine heated. Mr Wanford, Anita's mum and Daniella's mum to make mince pies. We considered whether we might charge £1 for a drink and a mince pie etc. (unless in case of mulled wine or Baileys where the cost would need to be higher to cover costs)</p> <p>Action: Ineet to source cost for approximately 40 cans of Baileys. Action: Christine to look at mulled wine whole-sale costs or from football club. Action: Christine to look at costs for cups, napkins, cutlery and paper plates. Action: Ineet to check whether she may be able to get cans of Bailey's to sell as well as Mulled Wine from her supplier and their cost to see if viable.</p> <p>There could also be a table for selling the tea-towels that would have children's pictures on. Action: Mr Wanford to get the tea-towels printed and returned to school.</p> <p>There would also be a raffle (could be for the bottles brought in like a tombola or as raffle prizes) Action: Laurille to look into license for raffle.</p> <p>Children could also sing songs in the hall during the fair from the Christmas production.</p> <p>Action: Mrs Erdos to check enough funds for floats for the Christmas Fair. Action: Note in newsletters about volunteers for Christmas fair to contact the PTA.</p>
AOB	<p>The PTA thought it would be useful for all parents/carers to know where funds were going to once collected. Mr Wanford explained that the biggest project would be for all of the Early Years Play equipment outdoor, particularly the large climbing frame equipment in the new school which</p>

	<p>would cost a great deal of money which the school ordinarily would not have.</p> <p>Mr Wanford also explained how the PTA committee might set aside small pots of money each year for specific things which could benefit all children, e.g. £1000 worth of library books or paying for the transport for a whole-school trip etc. This could be looked at in more detail after an initial year of fundraising to see what funds could be generated.</p> <p>Action: Mr Wanford to look at PTA@ e-mail address for Laurille and Laura to use.</p> <p>Review of other actions: Action: Mrs Erdos to explore whether Arbor could be used for PTA communication as a separate log-in account. This is ongoing and is being looked at by our provider.</p>
<p>Next meeting of PTA Committee</p>	<p>Wednesday, 22nd November 2017, 9.00am (Mrs Mackie to attend in place of Mr Wanford)</p>