



## Parent Teacher Association Meeting

In attendance	Apologies
Mr Wanford – Headteacher Laurilee Green – Parent (Birch) Laura Nunn – Parent (Willow) Ola Olatunde - Parent (Chestnut) Bina Varsani – Parent (Willow) Tonia Valyi – Parent (Birch) Ineet Suri – Parent (Chestnut) Penny Fletcher – Parent (Chestnut) Anita Davis – Parent (Birch) Christine Martone – Parent (Birch) Reena Yadav – Parent (Willow; Chestnut)	Mirelle Carr-Simpson – Parent (Chestnut)

Agenda Item	Discussion/Actions												
<b>Roles and Responsibilities</b>	<p>Mr Wanford thanked those parents/carers who had attended this morning. A small number of expressions of interest were received following the last PTA/Macmillan Coffee morning back in September, and a discussion then followed which saw the following roles filled as part of the PTA committee:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><i>Role</i></th> <th style="text-align: center;"><i>Parent/Carer</i></th> </tr> </thead> <tbody> <tr> <td>Chair</td> <td>Laurille Green</td> </tr> <tr> <td>Secretary</td> <td>Laura Nunn</td> </tr> <tr> <td>Class Reps: Willow</td> <td>Bina Varsani Reena Yadav</td> </tr> <tr> <td>Class Reps: Birch</td> <td>Anita Davis Christine Martone</td> </tr> <tr> <td>Class Reps: Chestnut</td> <td>Ineet Suri Penny Fletcher Ola Olatunde</td> </tr> </tbody> </table> <p>It was noted that having two, or no more than three, Class Reps would ensure communication was consistent and that parents knew specifically who they could go to within their classes. Having more than one rep meant that the role was less burdensome and jobs could be shared if needed. It was hoped that the distribution of roles would ensure that everything was not just left to one person!</p>	<i>Role</i>	<i>Parent/Carer</i>	Chair	Laurille Green	Secretary	Laura Nunn	Class Reps: Willow	Bina Varsani Reena Yadav	Class Reps: Birch	Anita Davis Christine Martone	Class Reps: Chestnut	Ineet Suri Penny Fletcher Ola Olatunde
<i>Role</i>	<i>Parent/Carer</i>												
Chair	Laurille Green												
Secretary	Laura Nunn												
Class Reps: Willow	Bina Varsani Reena Yadav												
Class Reps: Birch	Anita Davis Christine Martone												
Class Reps: Chestnut	Ineet Suri Penny Fletcher Ola Olatunde												
<b>Events to consider</b>	<p>Through the expressions of interest forms that were returned, a number of ideas for fundraising for the school were made, and these are attached as appendix 1 as part of the minutes.</p> <p>It was agreed the focus initially would be to sort events for the remaining half of the autumn term, and then think ahead to possible ideas for the spring and summer term.</p>												
<b>Cinema Event</b>	<p>We agreed to hold a cinema/film night for the children after school on a Friday. This would be something that all children could attend, for a small fee, and would include watching a film, fruit-shoot type drink, popcorn and</p>												

	<p>possibly sweets as well (either brought by the children during the event or included in the price).</p> <p>A discussion was had about pricing and what was reasonable. All agreed that around £3-£4 was very reasonable for child care, if it was from 3.15-4.45pm and included the refreshments.</p> <p>Mr Wanford explained the need for a license to view films and charge entrance, and so we would need to re-coup this money over time, although it wasn't particularly expensive.</p> <p>A small number of parents would be needed to help run the event along with staff, although this would not be too onerous as the event runs itself well once the film has begun.</p> <p>Two dates were proposed, 24<sup>th</sup> November or 1<sup>st</sup> December, which ever worked best with the school diary.</p> <p>We would send out a separate letter to parents/carers about the event with arrangements and permission etc.</p> <p>Suggestions given for the film were: Trolls, Sing, Emoji, Despicable Me 3, Minions or a Christmas film if it was the start of December.</p> <p>Letter needed to go out to parents with sufficient notice so they can pay and return reply slip etc.</p> <p>Christine mentioned that she would be able to get fruit-shoots through her company at a trade rate to reduce pricing.</p> <p><b>Action: Mrs Erdos to liaise with Busy Living so that they are aware of implications for their club that day.</b>  <b>Action: Mrs Erdos to purchase licence for viewing films for PTA.</b>  <b>Action: Mr Wanford to confirm which date the event was to be held.</b>  <b>Action: Mr Wanford/Mrs Erdos to confirm price/costing for event and bring to next meeting.</b>  <b>Action: Film to be decided at next committee meeting.</b></p>
Christmas Fair	<p>It was acknowledged that it would be great to do something for the first Christmas at Green Ridge, but it had to be manageable enough with such a small group of parents this year.</p> <p>Monday, 18<sup>th</sup> December was decided upon as a date, as Friday's near Christmas are always busy, and that if it was just before the end of term, everyone would be in Christmas mode anyway and it would be a nice end to the first term. We decided against doing something on a Saturday where people had to come out again. The event would take place at the end of the day, and perhaps be set up during the afternoon, and go on until around 5pm.</p> <p>There would be no entrance fee for the fair, but all activities would be pay per use etc.</p> <p>Ideas for the event included:</p> <ul style="list-style-type: none"> <li>• Mince pies and refreshment stall with mulled wine available</li> <li>• Making/decorating Christmas biscuit or decoration</li> </ul>

	<ul style="list-style-type: none"> <li>• Decorating a 'Berryfields Rock'</li> <li>• Selfie Star marking</li> <li>• Raffle – bring a bottle in aid of non-uniform near Christmas</li> <li>• Making reindeer food (porridge and eco-glitter!)</li> <li>• Tea Towel purchasing with children's pictures on</li> <li>• Children singing songs from their Christmas production</li> <li>• Selling Christmas cards that children design (next year)</li> </ul> <p>We discussed having Father Christmas, and decided this would be a no at this point as many children would see him elsewhere, and it could be expensive to buy a costume and present etc. However, this would be reviewed in subsequent years.</p> <p>Classrooms could be used for the event as well, and craft activities could take place in here under the supervision of staff and parent helpers etc.</p> <p>Action: Mrs Erdos to apply for alcohol licence for Green Ridge.  Action: Mrs Fletcher to enquire with Kier about rocks we can use for the event.  Action: Mr Wanford to confirm date for non-uniform and bring a bottle.</p>
Other events this term	<p>There would be a Children in Need Day on Friday, 17<sup>th</sup> November but the group were aware of too many things going on for fundraising, and so it was agreed the school would only ask for a £1 donation in return for wearing something yellow for Children in Need, where the money would get donated.</p> <p>The school would also take part in the National Christmas Jumper Day event on the 15<sup>th</sup> December in aid of the Save the Children charity. Again, a £1 donation in return for wearing a Christmas jumper.</p>
Future events for 2017/2018	<p>We discussed having a quiz night with supper included. Christine suggested that the football club she worked at could hold a quiz night for us, in aid of Green Ridge Primary Academy, with proceeds coming to us. This would also mean there was a bar which people could use and meant the facilities were larger. A summer fair/BBQ would also be planned.</p>
AOB	<p>There was a need for the PTA to have a communication system (e.g. to let parents know what is happening). It was discussed whether Arbor may be able to provide this function, but there was an issue with data protection and whether parents consented to giving their e-mail addresses to the PTA committee for this reason.</p> <p>If this was not an option, Mr Wanford explained that in the past parents/carers had been asked to give their e-mail addresses and the Class Rep then created an e-mail group for the class with the e-mail addresses received so that all communication could be part of the group. It was also raised whether an opt-out, rather than opt-in would be better here to ensure as many parents agreed as possible. However, the school would still remain the main form of formal communication about such events.</p> <p>Action: Mrs Erdos to explore whether Arbor could be used for PTA communication as a separate log-in account.</p>
Next meeting of PTA Committee	<p><b>Wednesday, 8<sup>th</sup> November, 9.00am at school</b></p>

## Appendix 1: Ideas for fundraising expressed

Possible ideas for fundraising:

- Pamper nights
- Quiz nights & curry
- Easter egg swapping
- Family BBQ in summer
- Art exhibition
- Kids design and sell: T-shirts, tea towels, bags for life, Christmas cards – T-towels planned
- Community service type activities, i.e. litter picking
- Film night
- Race night
- Superhero/Disney dress up day
- Sponsored spell
- Non-uniform day
- School fayre
- Water sponge stocks
- Treasure map and lucky squares
- Welly wanging
- Needle work club
- Bake sale
- Balloon releases
- Bingo night
- Colour run
- Washing staff cars
- School disco
- Fitness classes – e.g. bums, legs, tums
- Burns night
- Coffee session for parents/carers

Note:

Louise Maloney is a children's entertainer, balloon artist and face painter – happy to make use of these skills in school for events if it doesn't clash with her business hours. She can also provide disco service.