

MINUTES

Green Ridge Primary Academy PTA Minutes

Date | time 8 December, 9 a.m. | *Meeting called to order by* Laurilee Green

In Attendance

Laurilee Green, Chair; Laura Nunn, Secretary; Mr Wanford, Headteacher; Penny Fletcher, parent (Chestnut); Bina Varsani, parent (Willow), Ineet Suri, Parent (Chestnut)

Apologies received from: Ola Olatune, parent (Chestnut); Anita Davis, Parent (Birch), Christine Martone, parent (Birch)

Approval of Minutes

The minutes from the previous meeting were approved.

Cinema Event

- It was proposed and agreed that a cinema event would be held monthly, unless another event was due to take place in a similar timeframe. The next event will be 26 January
- LG thanked volunteers and it was felt to be a very successful event. Learnings for the next event include:
 - o Tickets to be issued to children with choice of drink ahead of time
 - o Film length to be examined more closely. Consider showing several “short” movies. IS will look out to see if she has some Pixar short movies.
 - o School agreed to purchase a popcorn machine for future events. Link to be sent to school
 - o AW proposed setting out chairs for the next event
 - o Proposed “goodie bags” to be handed out rather than refills of popcorn etc.

Festive Fun Event

- Alcohol licence complete
- AW will order appropriate craft supplies
- Suggested 15 children per room with 3-4 volunteers (to include a member of staff) supervising each room
- CM to check pressure washer for stones
- LG to liaise with CM re: disposable glasses
- Agreed to purchase 10 x Aldi mulled wine
- Raffle tickets needed for tombola
- Cash float needed for each room. Suggested we price each activity at a multiple of £1 to avoid needing change
- Signs needed for each room to indicate activity and price
- Tea towels to be sold £4 for 1, £7 for 2 and £10 for 3.
- Activities will run until 4.30. Children will sing at 4.45.

- AD to provide mince pies – need to confirm how many
- Provide free squash for children with purchase of an adult drink
- £1 for tea or coffee
- £2 for mulled wine and a mince pie
- LN to pull together list of items that need to be purchased

Christmas play refreshments

- 2 x volunteers needed for each performance:

Wednesday Morning	Wednesday afternoon	Thursday afternoon
LG (afterwards only)	LN (set up only)	

- Cash float needed for refreshments

New Business

- LG demonstrated ClassList – all happy to go forward with this.
- Tesco Bags of Help application is underway
- Suggested a pizza night for parents, possibly to coincide with a children’s film night

Next meetings

- The next meeting will be an open coffee morning event, held on 12 Jan. Suggested bring £1 for refreshments.

Actions

What	Who	Completion due
Investigate music licensing	AW	8 December
Purchase biscuits for sale at Christmas Plays, organise tea and coffee	TBC	TBC
Order reindeer food bags, ribbon, label	CM, AD	8 December
Investigate cash and carry membership	AW	8 December
Investigate stone jet washing	CM	1 December
Provide approx. 5 parent volunteers per class	Class Reps	8 December
Investigate urn for mulled wine	AW	8 December
Purchase mulled wine	LN	15 December
Investigate cash float	AW	8 December

Draft letter telling parents about Class List from the school and asking parents to sign up	LN	15 December
Provide details of required popcorn machine to school	LN, LG	15 December
Investigate short movies	IS	12 January
Order craft supplies for decorations and stones	AW	11 December
Check pressure washers/wash stones	CM	11 December
Investigate disposable cups and glasses for tea/coffee/mulled wine/squash	CM	11 December
Organise cash float for Xmas play	AW	11 December
Produce signs for doors with prices and info for Festive Fun	TBC	15 December
Provide receipts to school for items purchased	All	ASAP
Pull together list of items to purchase	LN	8 December
Organise volunteers for Christmas play refreshments and Festive Fun	LG, Class Reps	11 December
	To Purchase	
Reindeer food bags etc.	CM, AD	
Popcorn machine	School (LG, LN to arrange link to be sent)	
Disposable mulled wine glasses	CM?	
Disposable tea/coffee cups	CM?	
Plastic children's cups for squash	CM?	
Tombola raffle tickets	?	
Mince pies	AD	
Tea/coffee	?	
Sugar	?	
Biscuits	?	
Milk	?	