



Green Ridge Primary Academy PTA Minutes

Date: Tuesday 22nd October 2019

Attendees: Laurilee Green, Chair | Vickie Trotman, Treasurer | Rachel Walcott, Parent (Beech) | Jayne Bendell, Parent (Beech)|Emily Rutledge, Parent (Oak) | Mrs Erdos, Staff

Apologies: Katie Lickfold, Secretary | Charlie Small, Business Liaison | Emma Robinson, Parent (Beech)|Michelle Killeen, Parent (Elm) | Amy Wolley, Parent (Rowan)| Bina Varsani, Parent (Oak)| Laura Nunn, Grant Applications | Hannah Harris, Parent (Little Acorns)| Ineet Suri, Parent (Cedar)|

Agenda	Notes	Actions
1.	<ul style="list-style-type: none"> - Welcome 	
2.	<ul style="list-style-type: none"> - Cinema Club - 152 attended in total. - Reception and Y3&4 worked well. Reception film finished early as they did not need to stop for breaks. - Y1&2 - Did not work as well this time. <ul style="list-style-type: none"> • Possible issues - had to change halls as children couldn't see the film which could have meant they did not want to watch after missing the beginning. • Children weren't on chairs this time. • Staff came into the hall to support but the children didn't want to settle. • This put a lot of pressure on staff which we do not want have as A, its a PTA event and B, its not fair to the staff who volunteers to have to manage children to this degree. • Next time a different approach is needed: possible ideas split by year group/rooms/days. • Some confusion as to why we were first in the small hall and not the big hall with chairs because of football - 	<ul style="list-style-type: none"> • Overall Points: <ul style="list-style-type: none"> - Different set up for next time - options to be discussed at a later meeting - Arrangements for clearing up need to be made - Dismissing children at the end from the hall to be organised

	<ul style="list-style-type: none"> - Feedback from the school: <ul style="list-style-type: none"> • Popcorn in the classrooms, that needs to be cleared up which is an issue for the cleaners as they do not have to additional time to clear it up. Popcorn that was swept was left in the hall (not by PTA) • Also the school would prefer children dismissed from the hall all together instead of classrooms. - Thank you to all that volunteered either during the day or after school. 	
<p>3. Nursery/ Hartbeeps</p>	<ul style="list-style-type: none"> - Nursery event - was enjoyed by those attended. - 10 booked by 7 came. - Thank you to Stacey for running event - Thank you to the school for supporting by giving Stacey the time to set up and get ready. - School requests tables are returned to original set up after event. 	
<p>4. Fireworks</p>	<ul style="list-style-type: none"> - Only 23 tickets left as of today - Walkie talkies should be arriving in time to use. PTA to help with costs if IT grant does not cover. - Refreshments <ul style="list-style-type: none"> • KL sourcing donuts, Krispy Creams an option, price tbc depending on donuts - discussed whether people would pay as much for supermarket donuts. • Tesco bun order to be collected 9am on 9th November by RW • Cups - LG sourcing eco friendly supplies (Clear bags for recycling) • Hot drinks to be prepped before event for speed • BBQ - Vas has been asked to source additional meat & veggie option LN/ LG to advise further • VT to purchase ketchup with other additional items for refreshments. 6 smaller bottles instead of 2 large ones • VT to also add marshmallows to shopping list - Glowly stuff - all products have arrived. - Lights - LG working with contact to supply necessary lighting, Louise & husband will be on site to look after - Set up - (Meeting with Mr Morris 23/10) <ul style="list-style-type: none"> • Mr Morris will open school from 2.30, fireworks onsite from 3 	<ul style="list-style-type: none"> - LN to speak to Rachel from Governors about volunteering on the gate - LG to print ticket sales list for gate - LN to let Vas know that we need 250 burgers, 250 sausages, 75 vegetarian - KL to speak to Morrisons and Asda about doughnuts

4. Fireworks
cont.

<ul style="list-style-type: none"> • Volunteers from 5pm • Toilets to be in car park (3) • Further clear up on Sunday to take down gazebos and check for any rubbish missed in the dark • Friday afternoon to set up gazebos & organise drinks etc ready to put out Saturday • Fridge for meat to be brought to school on Tuesday 5th with BBQ's and any tables • Any drinks etc left will be cleared into PTA cupboard Monday am <ul style="list-style-type: none"> - VT to help with printing of signage - JB to send pictures of glowing items for price lists - VT to chase PSCO on attendance - Governors concerned about possible teenagers hanging around outside. Discussed possibility of this and that PSCO's will hopefully attend. further discussed request to RL (Governor) to be present on the gate as is familiar with AVA pupils. Details to be added to risk assessment. - Confirmed that leaflets will be posted to houses opposite notifying of event. Discussed idea of free tickets but as mentioned before how many roads/how many would that be, what is the limit of that? - Helpers/staff parking - most will be walking but any staff not local who are attending can park in car park if they arrive before 5pm and cannot leave till after 7pm - School to close blinds on all windows looking onto playground - Ticket scanning - LG & KT will check WIFI at meeting with Mr Morris. Paper lists will be provided also. - Volunteers - 27 so far. - Staff have been told they can come for free by Mr Wanford, PTA need a list of staff who are coming both as volunteers (to be added to volunteers list) and those just attending as they will not have tickets for entry. 	<ul style="list-style-type: none"> - VT to purchase hot chocolate, napkins, bin bags, milk, fruit shoots (100 Blackcurrant), 1 case of blue pepsi - LN to speak to neighbour about tables - RW to collect buns - LG to source cups - LG to produce signage - VT to help with printing of signage - JB to send pictures of glowing items for price lists - VT to chase PSCO on attendance - Leaflet drop to President Road residents - VT/LG to check blinds closed on Friday 8th - LG/KL to check WIFI - School to provide list of staff attending/ volunteering
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5. Non uniform Friday 25th	<ul style="list-style-type: none">- PTA to collect from gates at drop off	<ul style="list-style-type: none">- LG to speak to school about storing- Mrs Erdos to make sure we have the trolleys
6. Jazzy Jars	<ul style="list-style-type: none">- Letter to go out this week explaining jazzy jars and when we need them	<ul style="list-style-type: none">- LG/KL to produce letter
7. Christmas Jumpers	<ul style="list-style-type: none">- Donations to be collected from school on Friday to wash and hang and catalog to be sold from beginning of November.	
8. AOB	<ul style="list-style-type: none">- PTA-Events website costs have been covered by sponsorship of local businesses and additional funds have been raised.	