



Green Ridge Primary Academy PTA Minutes

Date: Thursday 14th November & Tuesday 26th November 2019

Attendees: Laurilee Green, Chair | Charlie Small, Business Liaison | Jayne Bendell, Parent (Beech) | Emily Routledge, Parent (Oak) | Georgina Blackwell, Parent (Birch) | Sadie Mooney, Parent (Birch) | Ineet Suri, Parent (Cedar) | Rachel Walcott, Parent (Beech) | Michelle Killeen, Parent (Willow, Elm & Cedar) | Laura Nunn, Grant Applications | Mr. Wanford, Headteacher

Apologies: Katie Lickfold, Secretary | Vickie Trotman, Inventory Manager | Amy Woolley, Parent (Rowan) | Bina Varsani, Parent (Oak) | Emma Robinson, Parent (Beech) |

| Agenda | Notes | Actions |
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| 1. Welcome | | |
| 2. Minutes & Actions | | |

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| <p>2. Fireworks</p> | <ul style="list-style-type: none"> - Fireworks were great and lasted a long time, quality of the display meant the finale was hard to find - brilliant! - Music next year? - The company were good and reliable - Q-flow app was very good and so PTA event was successful and looked very professional and many people commented on this - School iPads helped with wi-fi access but were tricky to use without torch function - Put on confirmation emails to take a photo of the tickets because wi-fi isn't strong - Security on the gate during the event meant no one tried to get in who should not have done - BBQ received very positive comments - Signs for stalls would be good next year and glow in the dark paint? - Cordoning queues for BBQ and refreshments so queues and crowd were obvious - BBQ - Cooking could stop earlier, burgers sold better than sausages. Possibly reduce prices of sausages and burgers via the PA system - More float and change - No £50 notes. Social media post and on confirmation email about bringing change for next year - Comments about how cheap BBQ food was - Maybe we could increase prices next year? - Hot water - Need two urns - Hot chocolate sold well - Fruit shoots sold out - Card machines for next year? - Doughnuts sold well and so did sweet cones - People liked the doughnuts - Booking fireworks for next year, 7th Nov – LG - GB has a personalised license for alcohol for future - Food hygiene certificate – Do we need one in the future for the BBQ's (in case anyone causes a problem) | <ul style="list-style-type: none"> - Krispy Kreme next year - LG/CS to email ticket holders to ask for Facebook reviews and a save the date - Date booked for next year with Total Pyro |
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| <p>3. Festive Fun</p> | <ul style="list-style-type: none"> - Staff - We need to know if staff are coming for free. It is very difficult for the people on the gate if they don't know who they are expecting. Mr. Wanford confirmed that he spoke to the Governors about teachers being given free entry as a good will gesture and we discussed making sure the PTA are aware who would be attending - Tickets to be given to teachers in advance to encourage attendance? - Staff - Teacher in the staff room (PTA need to be aware who is on site for safety reasons) - List of names for health and safety – If the tickets didn't scan we should have a print out to highlight names of those who would not scan - Mr. Wanford said all feedback has been very good and thanked us for our hard work preparing and on the night - PTA thanks to Mrs. Erdos, Mr. Morris, Mr. English & Mrs. Cavanagh for attending and helping on the night - Look at app's for card machine - LG - Monday 16th December, 3.15-5.00pm - <u>Grotto</u> - Tickets sold in advance on PTA events website - Bottle tombola - Jazzy Jar tombola - School crafts to be sold by teachers - Tote bags & hair ties - 2 rooms free at end of corridor for grotto and games - Nursery event starts at 2.30pm - We can access the main hall from 1.00pm (1 hour ½ to set up before event starts) - Santa is confirmed - Grotto will be in Sycamore classroom possibly with an activity. We will move tables from the classroom to the hall. People can walk outside the back through the toilet entrance into the hall. - Put a sign on the door of Busy Living advising no entry and discuss with them so they know what is going on. | <ul style="list-style-type: none"> - LG to confirm any shopping required through Trello - CS to advise on prices for loyalty cards - MK to purchase snowballs - JB to make cakes - RW to make mince pies - LG to make signage - PTA Events for advance bookings for Santa - CS to confirm tube |
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| | <ul style="list-style-type: none"> - Slots will be booked for Santa on PTA Events which will go live once letters have gone out. 4 per slot to be sold in advance plus 2 extra on the day. - Fake snow on windows? LN would clean windows!!!! - Games - 4/5 games depending on volunteer numbers. <ol style="list-style-type: none"> 1. Reindeer hoops 2. Snowball game – MK to get 1 box of 20 from QD £3.99 3. Find the golden carrot/candy canes 4. Poke/hit a cup (tissue paper covered) to receive a prize - CS to look to see if she has any carpet tubs left - Crafts - in Hall <ol style="list-style-type: none"> 1. Gingerbread & robin crafts to take home 2. Crafts are to avoid anything tree hanging and socks 3. Snow globes 4. Biscuits 5. Sand art - Refreshments - Tea/coffee/hot chocolate/mulled wine/Fruit Shoots/soft drinks /donuts /cakes – JB will make some cakes and RW will make mince pies which will be dairy free - Golden ticket (card) – Go to all the stalls, receive a stamp, post the card into a box and the next day we will pull out the winner (an adult and child prize) - It was discussed just to be on games and crafts rather than all stalls. - Would we stamp the cards or a designated person on each stall stamping? Or can people stamp cards themselves? - CS will look into card prices. A rough quote £14.75 for 200 cards double sided printed on thick card. We could have email details to complete so we get their email addresses. Delivery cost on top. - Do we have one design for all events or a Christmas design? | <p>for game</p> <ul style="list-style-type: none"> - LN to purchase mulled wine - LG to arrange slow cookers - LG to speak to Busy Living - LG to organise locations of volunteers & staff |
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| <p>4. February event</p> | <ul style="list-style-type: none"> - Mr. Wanford has booked out Sycamore classroom from Friday-Tuesday for clearing up and the Hall has been booked out as well - Trello will be used as the shopping list - Staff and support staff will be around from 3.30pm to the end. Teachers will be selling their crafts. Staff list to be given to LG to allocate teachers/support staff a place to be. - Friday, 7th February 2020 - 'Not just a quiz night' - Quiz with games between rounds: <ol style="list-style-type: none"> 1. Head & toes 2. Guess the face (famous or which film are they from) 3. Pudding auction - 6-8 people in case 10 puts people off. Put a tick box on PTA Events if they have a full team/need to join a team which we could help them with - Advertising to start soon | <ul style="list-style-type: none"> - LG & CS to work on marketing |
| <p>5. Grant applications</p> | <ul style="list-style-type: none"> - No update LN still waiting and hoping for following grants: - Aylesbury Garden Town £3000 - HS2 £10,000+ - Floodlights for field | <ul style="list-style-type: none"> - LG to raise idea of newsletter in the new for further discussion - LG to contact new PCSO with diary dates |
| <p>6. AOB</p> | <ul style="list-style-type: none"> - A Parent who did not make AGM meeting asked Mr. Wanford where the money is/has been spent from PTA. - Last year: Approx £6,000 after books had been bought: - £2,000 on books - 10% pay for 11 before 11 - Wet play boxes - Panto - Author visit - We should possibly do a termly newsletter which includes details of funds raised and where it has been spent. | <ul style="list-style-type: none"> - LG to raise idea of newsletter in the new for further discussion - LG to contact new PCSO with diary dates |

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| | <ul style="list-style-type: none">- 10% every year to go into a pot (rainy day pot) in case anything is needed which wasn't planned and potential bigger item i.e. floodlights if we cannot secure a grant- New PCSO – James Andrews has introduced himself to the school. He advised that he would be able to attend school events such as the Summer fete and fireworks events Email: james.andrews@thamesvalley.pnn.police.uk | |
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