



Green Ridge Primary Academy PTA Minutes

Date: Tuesday 14th January 2020

Attendees: Laurilee Green, Chair | Katie Lickfold, Secretary | Charlie Small, Business Liaison | Mrs Erdos, School Business Manager | Rachel Walcott, Parent (Beech) | Sadie Mooney, Parent (Birch) | Georgina Blackwell, Parent (Birch)

Apologies: Ineet Majhu, Parent (Cedar) | Vickie Trotman, Inventory Manager | Stacey Ashwell, Parent (Beech) | Amy Woolley, Parent (Rowan) | Bina Varsani, Parent (Oak) | Emma Robinson, Parent (Beech) | Jayne Bendell, Parent (Beech) | Laura Nunn, Grant Applications | Michelle Killeen, Parent (Willow, Elm & Cedar) | Emily Routledge, Parent (Oak)

Agenda	Notes	Actions
1. Festive Fun	<p>Nursery took children back to class so their participation was minimal and made Santa's Grotto tricky. Set up was fraught and tricky. Agreed set up would be done prior to nursery sing-a-long but this was not allowed. Timings were tricky. A list was made ahead of the event for extension leads etc. Organisation of bottle tombola and jazzy jars was chaotic, needs to be number ordered. Colours of raffle tickets. FAQ for each stall written up to save informing people on the day. Edit staff sign-up sheet with a map and list of stalls to choose. We should inventory our Christmas stock and look for more in the January sales. Grotto was amazing and thank you to Charlie for organising the scaffolding which looked fabulous, what a brilliant idea! This shall be an annual thing. The company were really helpful. We had little expenses for this event so we made £1,400. Next year we hope to keep this on a school day due to December calendars being tricky.</p>	<p>Typed list ahead of time of things that are needed for Mr. Morris e.g. number of extension leads.</p> <p>KL and LG to make equipment lists for each main event to be edited.</p> <p>Organisation of jazzy jars and bottle tombola needs to be done ahead of time.</p> <p>CS and others to write FAQ's for each stall.</p> <p>Inventory of Christmas</p>

	<p>Thank you to all the staff for helping out with the Festive Fun. Shed nearest the school will be a PTA shed for storing.</p>	<p>stock needed.</p> <p>TE to confirm when shed is available.</p>
<p>2. 'Not Just a Quiz Night'</p>	<p>Letter went out on Thursday. People are organising their teams so this will take a while to sell. Tables - School tables from Y6 Quiz master - Mrs. Erdos to speak to Miss Gardiner's contact Keep track of scores - Scoreboard needed Prizes - Trophy and bottle of bubbles or prizes after each round Alcohol - Purchase and license. Booker purchase through ParentKind of alcohol. Red/White and beer, soft drink option. Glasses - Waitrose free glass hire. Music round - Covered by school PRS license LG to share poster to WhatsApp group and to be shared to Facebook by committee. Thread on WhatsApp to be started for ideas. Games - Stuff on the table, building, cards, 12my activity or balloon hat. Fish & chips - Local new one or Codfather to deliver.</p>	<p>GB to check her personal license for alcohol.</p> <p>Storage for alcohol and delivery to school - Mrs. Erdos to check with Mr. Morris.</p> <p>LG to arrange pre-order of alcohol through PTA events.</p> <p>KL to investigate Waitrose/ Majestic free glass hire.</p> <p>LG to speak to fish & chip shop.</p>
<p>3. Jazzy Jars</p>	<p>Some are left over and won't last until next year. Wordsearch to be handed and given out (2 per class). Random generator online to make a wordsearch, could use words of the week from newsletter.</p>	
<p>4. AOB</p>	<p>Cupboard needs to be sorted. Sports Nut Duathlon on Sunday, 17th May 2020 Mrs. Mackie - Contribution from the PTA towards the author visit. 11B411 Germany trip funding - 10% or £10?</p>	<p>Cupboard to be sorted on Monday, January 20th. Y6 room to be booked for counting stock.</p> <p>LG to look at the costs and let Mrs. Erdos know how much.</p>



		LG to look at figures for 11B411 funding and get back to Mrs. Erdos.
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