

PTA Committee Meeting Minutes

Date:	Wednesday, 8 th December 2021	Time:	9.00am	Location:	Green Ridge Primary Academy
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Attendees:				
Laurilee Green	Rachel Walcott	Jayne Bendell	Sadie Mooney	Kim Tremain
Mr. Wanford	Mrs. Erdos			

Apologies:				
Emily Routledge				

Agenda items	Minutes	Actions
Welcome	Plan to have more regular meetings next year, daytime and evening	
Christmas Performance Refreshments	Monday, 13 th December, 1.45pm YR – LG & ER Tuesday, 14 th December, 9.00am YR – ER & RW Tuesday, 14 th December, 1.45pm KS1 – LG & SM Wednesday, 15 th December, 9.00am KS1 – LG & SM	Need 2–3 volunteers to help serve tea and coffee
Festive Fun Event – Thursday, 16 th December	Bottle and chocolate tombola Refreshments – Tea, coffee, hot chocolate/Baileys hot chocolate and mulled wine BBQ/Hotdogs in slow cooker Cakes/mince pies (JB/RW) Games – Reindeer Hoopla Christmas Crafts being made in school to sell at event We now have four large gazebos	Need to sticker all items Need slow cooker for mulled wine (likely two required) Ask Head and Deputy Head Pupils to stay until 4.30pm Need more volunteers – Ask in WhatsApp groups and on Facebook

	<p>Santa to read a story "Twas the Night Before Christmas"</p> <p>Three helpers for each tombola, two for Santa, two or three for refreshments</p> <p>Mrs. Cavanagh will collect all volunteers' children and drop them to the library</p> <p>Float (ER)</p> <p>Card payments will be taken – Minimum payment of £5.00 (tokens then given to collect child's Christmas Craft)</p> <p>If it rains, we're to move Christmas Crafts into classrooms</p> <p>Signs to be made for Christmas Craft stalls</p>	<p>ER to sort weights for gazebos (also have 2L bottle weights)</p> <p>KT to laminate signs (what do we want on signs? RW can make and print)</p>
AOB – Nest Term	<p>Quiz night to be held on Friday, 4th February or Friday, 11th February</p> <p>Non-uniform day on Friday, 18th February? Toy for Summer Fete?</p> <p>Friday, 18th March – Cinema Event/Disco</p> <p>Friday, 1st April – Bend the Rules for April Fools'</p> <p>Wednesday, 6th April – Y3 Spring Assembly (PTA required for tea and coffee)</p> <p>Easter Bonnet/Easter Egg Rolling competition</p> <p>Saturday, 11th June – Summer Fete</p> <p>Possible end of term disco</p>	To all be discussed at the next meetings.

Next meeting date/s: Wednesday, 12th January – Committee Only
Tuesday, 18th January (daytime) – All
Thursday, 20th January (evening) – All