

St Joseph's PTA
Minutes of meeting
Wednesday 14th March 2018
7.00pm

The chair welcomed attendees. Apologies were received from:

Charmaine Elias
Julie Beard
Suzanne Francis
Helen Topping
Steph Harris
Emily Roze
Ann-Marie Peters

Attendees:

Mrs Sinclair
Rachael Hadley
Caroline Schmidt
Nicky Crawley
Clare Churchill
Chris Price
David Rodriguez
Laura Cook

Minutes were agreed by the PTA Committee and the Head teacher from the previous meeting.

Old Business

- Quiz Night – thanks go to Liz Short for organising and compering. Profit raised was £225
- School Disco – confirmed for 23rd March. We will be using the same DJ as previously used (Chris), who has confirmed. It's not clear he will always be able to do the discos.
 - **Action: need to find an alternative for when he is unavailable.**
- We have sufficient numbers to cover both the infant and junior discos. Whilst we have made it clear that helpers do not need to have a DBS, the helpers who will be located in the corridor's (specifically toilet duty) should be DBS checked.
 - **Action: ensure helpers are located appropriately in accordance with DBS clearance.**
 - **Action: Nicky to send out do's and don'ts document for disco helpers**
- Tuck Shop. All is going well after a few minor teething troubles and will be continuing until Ice lollies take over.

- Livermore's – Update from Chair: Summer fete poster is complete, along with a mock-up of the board that will go outside houses. Head teacher asked if it would be possible to have a physical board at the school to show parents exactly what it would look like.
 - **Action: Chair to speak with Livermore's at next meeting on physical mock-up board**
 - **Action: Send letter out to parents if they would be interested in taking part in this fund raising initiative. Include all information on what would be involved and how it would work.**
- Tables - we have now purchased 12, which gives the PTA access to around 20 in total for large scale events, making the need to borrow from St Mary's unlikely.

New Business/Actions

- Inflatable event. Chair has renegotiated a price of £650 down from original quote £850 with our previous provider, Caroline's Castles. This takes into account one different slide – the large slide at the back normally allows for only one child at a time, but we will upgrade to the slide that allows for 2 children each time. Last year's costs were £620 to hire.

One other company had been investigated, who staff the event themselves, provide all inflatables, sell tickets (priced at £5 each) and sell refreshments. There has been insufficient time to fully research the company, although initial feedback from sources who had used before were happy and they will be providing the disco for the Year 6 leavers disco. Given the uncertainty around profit percentage we would be offered, we have decided to confirm with Caroline's Castles on this occasion.

- **Action: Chair to confirm with Caroline's Castles**
- **Action: Caroline Schmidt (Secretary) has contacted the parent who previously ran the hotdog stall to see if they can do again this year. Since the meeting the parent has confirmed they will be able to run the hot dog stall.**
- **Action: Caroline Schmidt (Secretary) to check with TAs if they can provide refreshments (and hot dogs too if previous parent unable to help)**

As we have provided for the helpers of the discos, a do's and don'ts for the inflatable event will be compiled and circulated in advance, to cut down on the briefing needed before the event. Helpers will be asked to arrive at 2.45pm.

- **Action: PTA to compile a do's and don'ts for the Head teacher to approve**
- PTA LOGO – the PTA will now include their new logo on all correspondence and have circulated their new look newsletter.

Any other business

- The current Vice-Chair, Steph Harris, has had to step down in both her role and from the PTA committee. A new Vice-Chair David Rodriguez has been appointed, our thanks to David for agreeing to take on the role.
- A general discussion was had on getting volunteers on board for the various events. It was suggested that the school text system could be used to ask parents for help – initially specifically for the inflatable day.

- **Action: PTA to provide draft wording to Head teacher. Text will need to include PTA email address so respondents can quickly send a message back to the PTA in order to aid ease of contact.** Since the meeting, a text message was sent to all parents requesting volunteers.

Summer Fete

- Once again we will hire the bouncy castle from Caroline's Castles, along with a new attraction - adults and children sumo suits.
 - **Action: Chair to confirm booking with Caroline's Castles.**
- Another potential entertainment is the Jordan Academy (Irish dancing school).
 - **Action: Chair to check availability**
- The event will need a DJ/comperere
 - **Action: Caroline (Secretary) has asked the previous DJ if he might be available before approaching any other suppliers**
- In order to aid a staggered approach for donations and hopefully avoid last minute donations, it was decided that we would ask for request of donations on a staggered basis.
 - **Action: PTA to schedule dedicated week per items for**
 - Lucky dip
 - Books
 - Change for money tree
 - Selling raffle tickets
 - Bring a bottle will take place on **Friday 8th June**. Donations are all used to make up the bottle staff on the day of the fete.
 - **Action: Caroline (Secretary) to design a poster for each week's donation requests Since the meeting this has been done and all posters (one for each week) have been submitted to the school's office ready for distribution nearer the time.**
- It was decided to change the **date of the next meeting from Wednesday 25th April to Thursday 26th April at 7pm** to aid maximum attendance, as we were already aware of many people who were unable to attend a Wednesday meeting.
- The Chair thanked all those who had attended and brought the meeting to a close.

Next meeting: Thursday 26th April at 7pm