

## **MINUTES OF COMMITTEE MEETING**

**Thursday 15<sup>th</sup> November 2018**

**No 28 Castle Street 8.30am**

### **1. Attendees and Apologies**

Attending were: Jules Austin, Alexa Baillie, Andrea Bayles-Gungabissoon, Emma Bevan, Cari Binet-Fauval, Jemma Brown, Mr Brown, Lisa Buchanan, Sue Legge, Clare Jones, Louise Martin, Jo Middleton, Rebecca Morgan-Jones (Chair), Rebecca Morgan (Secretary), Jane Preston, Emma Powell, Kerry Vernon, Georgina Whitaker (Treasurer) and Mr Wright (Headmaster).

Apologies were received from: Rachael Borthwick, Catherine Buck, Sarah Daw, Jules North, Mrs Windows and Mel White.

### **2. Approval of the Minutes of the AGM, held 8<sup>th</sup> October 2018**

Lisa Buchanan approved and Andrea Bayles-Gungabissoon seconded.

### **3. Matters Arising from the Minutes of the last Committee Meeting**

None raised

### **4. Chair's Report**

The Chair welcomed everyone to the meeting.

The Chair had little to report since previous meeting as the Fireworks display had been re-scheduled following bad weather. The Chair encouraged all members present to remind parents of the rescheduled date in the hope that the event will be well attended.

### **5. Headmaster's Report**

The Headmaster reported the following: -

- Mr Wright thanked all the reps who attended the Reps meeting.
- Mr Wright commented that at the Reps meeting the issue of traffic and pedestrians using Quay Street had been raised. Mr Wright asked about the committee members present about their feelings on the situation, and what the approach should be to tackle any unsafe practices. It was suggested that maybe signs could be put up to remind drivers to be aware of pedestrians both at pick up and drop off. Mr Wright said that he will continue to monitor the situation.
- Mr Wright asked if there was interest in having a PTA Coffee Morning next term as the feedback was positive from the Macmillan Coffee Morning held earlier in the term. The consensus was yes. Mr Wright would speak with Mr Debenham to get a date in the calendar, along with confirming the date for Alive & Brel evening.

### **6. Treasurer's Report**

The Treasurer reported the following: -

- **Fireworks** – this has been rescheduled. At time of meeting 120 adult tickets and 100 child tickets had been sold.
- **Photo Competition** – the book vouchers have all been given out at a cost of £80.
- **2<sup>nd</sup> Hand Uniform** – there have been no second-hand uniform sales since the last meeting.
- **Bags 2 School** – this raised over £100. Thank you to everyone for their help and to Quickskip for loaning use of the bins.
- **Xmas Presents** – these have been purchased and arranged for Year 2 to wrap.
- **The Giving Machine** – Mel White has kindly taken this over from Victoria Ward. Thank you to Vicky for all her hard work in getting this up and running. Mel and Mr Wright are looking at The Giving Machine going forward, along with Mrs Stonehouse.
- **Photos** – Mr Brown asked whether Year 5 parents were aware of the photos taken from the recent Year 5 trip. The PTA only sell photos from performances. Other photos are uploaded onto Facebook and parents can ask for a copy.

#### **7. Fireworks (rescheduled to Friday 23<sup>rd</sup> November 2018)**

- Following a forecast of bad weather, the fireworks have been rescheduled to Friday 23<sup>rd</sup> November 2018.
- As it is now later, we are unable to source Toffee Apples, maybe put out Mince Pies instead.
- Alexa Baillie is now able to help as well as she can make the rescheduled date.

#### **8. Christmas Fundraiser**

- It is most likely to late to arrange any Christmas cards etc as the lead time is generally 8 weeks.
- The Chair suggests a Christmas Lotter (1 – 200). We would sell tickets at Bazaar which would enter in 6 draws (Dec – July). Prize possibly vouchers from Book People or WH Smith.

#### **9. Christmas Bazaar**

- Every year has now got a table sorted.
  - Nursery – Gingerbread
  - Reception – Xmas sweets and Pin the Nose on Rudolf
  - Year 1 – Crafts and Splat Xmas Pud
  - Year 2 – 5 & 0 ticket prize
  - Year 3 – Knock Santa off the Chimney/Human Fruit Machine
  - Year 4 – Lucky Dip
  - Year 5 – Christmas tree
  - Year 6 – Teas/Coffees/Cakes
- There will also be Christmas Cake Raffle / food donated by Rachel Powell
- Everyone was reminded that they need to wear Christmas Jumpers

#### **10. Nursery & Pre-Prep Christmas Party**

- The Chair reported that everything has been sorted for the special guest and presents all bought.

#### **11. Spring & Summer Fundraiser Updates**

- Alive and Brel are booked for 1<sup>st</sup> March 2019. Tickets will start to be sold straight after the Christmas Break.
- No further developments have been made with regards to Prep Fest.

#### **12. Evaluation of Educational Grant Applications**

- None received

#### **13. Any Other Business**

- Mr Wright asked if the committee felt that the early morning meeting was working. The answer was yes.

#### **14. Date of next meeting**

TBC

**Meeting closed at 9:15am**