

## LFA PTA Minutes for Friday 7<sup>th</sup> October in the School Hall. #

Firstly, there was an initial meeting regarding the Halloween party. Stacey, Jade and Laura are the team leaders on this event.

- 1 156 tickets have already been sold – approximately 60/40 children/adults.
- 2 Dr Chapleau confirmed that there would be access to the school on Saturday 22<sup>nd</sup> October and he may be attending the party.
- 3 There is a site visit to the hall at Bishop Justus school next Thurs 13<sup>th</sup> October – Stacey please send out a Whats App invite to the Halloween group to attend. Stacey, Michelle and Sam are going and will then produce a floor plan for the event. Also invite the DJ so he knows what is expected of him in terms of lighting & any other special effects.
- 4 10 volunteers required to set up from 11am – Stacey will produce a spreadsheet of volunteers and rotas etc., and then class reps will help to fill the gaps.
- 5 Volunteers required to bring balloons already blown up.
- 6 Stacey to make sure there are enough ladders for decorating the hall.
- 7 Roy to provide 8 floats: Raffle tickets; Entrance tickets; Glow sticks; drinks stall; 2 x food stalls; cake stall; chocolate fountain stall; popcorn stall
- 8 Cath and Shona to be asked to run the chocolate fountain stall.
- 9 Raffle tickets to be sold at the event itself.
- 10 A letter about Halloween to be written by Leanne and Fiona for insertion into all the children's bags next week with a cut-off slip for people to book tickets.
- 11 So as not to frighten some of the children, parents will be asked not to make their children look too scary, particularly from the neck upwards and particularly not to wear scary masks. No guts/no blood/no weaponry. The PTA will have the right to ask for any scary masks to be removed at any point at the event.

PTA Meeting: Attending: Amell, Fiona, Roy, Laura, Sam, Jade, Stacey, Oz, Leanne, Sharon, Danielle, Tori, Flo and others.

- 1 Fiona reported that the Parents Welcome and Social evening was a great success. New parents particularly enjoyed the opportunity to meet other parents and hear the extensive PTA presentation that covered so many aspects of school life from the PTA perspective. We made a net profit of £412.63 from the tickets and the bar and gained a lot of goodwill and support from the parents who attended.
- 1 Current PTA bank balance is £1652.32 plus £412.63 as above.
- 2 Laura reported that the McMillian coffee morning made £127.77 for the charity. Laura is taking a sabbatical from the PTA after the Halloween party through till Christmas.
- 3 The next Mum's night out will be held on Friday 25<sup>th</sup> November (7.30-11pm) at LFA mum Sarah Dixon's brand new café (Ginger & Bean) on Market Square, Bromley. Ginger & Bean will provide a substantial buffet of cheese, charcuterie, breads and a dessert etc. We can set it up on Eventbrite. The cost will be £10 per head for the buffet and then the PTA will run the bar. It will be OK if some people don't want to eat and pay for the food.
- 4 Sam – please can you arrange a TENS licence for this event, assuming you can be there?
- 5 Leanne is able to get wholesale wines and beers. Leanne will circulate it the wine list and let Oz see it to make orders when needed.
- 6 Dad's night out is on Friday 2<sup>nd</sup> December and Alex Mitchell has been asked to organise it and send his preferred contact details so we can put it in newsletter etc.
- 7 Christmas fete – team leaders and planning needed. We urgently need a Father Christmas too – probably 2 as it is quite a workload. More info and a separate meeting will be announced shortly.

- 8 We need to look at proper substantial waterproof canopies if we have outdoor stalls.
- 9 A reception father – Esen – has kindly offered to provide lamb kofte in sufficient quantities for one of our events – maybe Christmas?
- 10 Christmas raffle – Reham to sort presents. We really need to print a generic raffle ticket that can be used throughout the year. Fiona will look at options.
- 11 Tori agreed to make a list of all the estate agents in our area who we could approach about sponsoring some event boards.
- 12 Christmas trees – Fiona will get all the information and we will promote them very soon.
- 13 Sam agreed to research Christmas cards and how this would work.
- 14 Popcorn machine has now been ordered and will arrive by next Tuesday. A rota will be made so that every class takes turns to make the popcorn and sell it every Friday at 3.30/4.30pm pick up – like the ice cream sellers. 50p for a small bag and £1 for a big bag. Fiona and Michelle will sort out the bags, flavourings etc.
- 15 Amell and others have been investigating the following workshop ideas: African Drumming; Art workshops; Lego workshops; Science workshops; First Aid; Circus skills. Hshen has also provided details of the Science Museum workshops for consideration. Amell will send a report of all the workshops and costs etc.
- 16 Outdoor mural: It was suggested that Michelle and 2 other parents who are artists could maybe out on a workshop for the children to create a mural.
- 17 Oz's husband Martin does a lot of furniture clearance and can most likely get us a lot of things we need which is wonderful. So Oz has agreed to supply 2 decent clothes rails that can be used for the second hand uniform stalls.
- 18 As there is so much talent and resource in our parents, we generate an informal spreadsheet and make note of any special skills or talents that parents may have which could be useful now and in the future. Amell will look into how we will keep this database.
- 19 Classlist – it was agreed that a number of us would be guinea pigs and trial this software for a few weeks. Amell will look at the software in depth. Hshen said it would need to be wholly supported by the school in order to get better parental support and Amell will look at this.