

MINUTES: Committee Meeting Autumn Term 2

Date: 10th November 2023

Time: 7.30pm

Location: The Bickley Arms, Chislehurst Rd, Chislehurst BR7 5NP

Attendees:

- Erica Nelson, Chair (EN)
- Fay Cameron, Treasurer (FC)
- Emma Lukey, Secretary (EL)
- Kerilee Pearse, Events Director (KP)
- Kat Coffey, Event support (KC)

- Holly Olympidis (HO)
- Prang Kew (PK)

Apologies:

- Xuan Kroeger, Communications Officer (XK)
- Katie Bates, Bid Writer (KB)
- Karolina Curry, Sponsorship Manager (KaC)
- Rejane Collard-Walker (RCW)

Items:

Ref	Item	Point
1.	Events	
1.1	Feedback on Halloween party	<ul style="list-style-type: none"> ● Around 90 tickets sold ● No food this year worked really well and really helped save time cleaning up! Plan is to continue this going forward ● FC to check profit made from the Halloween party
1.2	Christmas Fair update	<ul style="list-style-type: none"> ● 33 stalls booked, market types, selling Christmas tree decorations and kids toys, advertising their services ● Activities being run: Sporty stars, gymnastics, mini pets stall ● Most stalls are charging their own fees for attendees ● Some activities will be free of charge: biscuit decorating, reindeer food, crafts ● PTA making money out of the food and drinks that we sell and the £1 per person entry fee ● Year 6 have declined to do a show ● Using balcony, dining hall and sports hall ● Logistics need to be thought through more and KP working with the organisation team on this ● The team organising have requested help from the PTA as

		<p>follows: 1. Someone to help arrange raffle prizes, and businesses to donate prizes 2. Promoting the event on social media 3. School to have own clothes day in return kids bring in things to sell on the day such as biscuits, boxes of cereal for reindeer food</p> <ul style="list-style-type: none"> ● Concern that we are already asking too much of parents ● This event will potentially bring in £2,000 if all goes to plan and they are spending £500/600 ● Individual businesses are doing their own risk assessments ● KaC has asked to attend the meeting with Mr Tirrell on 17/11 ● KC happy to send out a note regarding the tombola ● Need to confirm all details and get final approval from Mr Tirrell at PTA catch up meeting on 17/11
1.3	Other Future events: movie night at school, Easter, summer Fair	<p>Potential Movie Night at school</p> <ul style="list-style-type: none"> ● Discount for showing movies in public. ● Idea is to show classic movies such as Mary Poppins and the goonies on a dvd player ● No drop off as don't have the ratios for the younger kids but potentially for the older kids this may be ok ● 1 film for the younger kids and another for the older kids ● Can hire a projector from the library of things if needed <p>Easter</p> <ul style="list-style-type: none"> ● Make marks on hands to ensure only one prize claimed per child. ● Instead of an easter egg hunt, plan is to do a colour run with easter eggs as the prize. Cost will work out around £3-4 per child with prizes ● Date to be determined <p>Summer Fair</p> <ul style="list-style-type: none"> ● Last week in June ● Need to decide if will be on a Friday or Saturday
2.	Finance	
2.1	Any Proposed Purchases	<ul style="list-style-type: none"> ● List received from Claire Westley in reception for items needed for their outdoor play area ● PTA would like to see a 'must have', 'like to have' etc and look at the full picture ● Also a request received from Year 6 to buy some friendship benches ● EL to ask Michael if ok for the Pupil Leadership team to attend the meeting on 17/11 to present what they want and why they want it

		<ul style="list-style-type: none"> ● Wish list for purchases required from the school
2.2	Approval of final budget overspend for reading den - KC	<ul style="list-style-type: none"> ● Authorised to date was £7,600 ● KC needs £7,900 to complete ● Reason for overspend is due to the den images coming in above the expected cost. Approx £600, was actually £984 ● The final two items are: £306 rubber thresholds for wheelchair access and £90 for 6 led reading lamps inside the den ● PTA team approved overspend (5 out of 5 votes received)
3.	Governance	
3.1	Feedback on AGM	<ul style="list-style-type: none"> ● Nothing to discuss
3.2	Charity Commission	<ul style="list-style-type: none"> ● EL and EN have been added as trustees ● FC who is currently the only super administrator to send the link to EL and EN to register for the charity commission website ● FC to also set up HO as a super administrator until EL and EN are up and running then we can switch to EL being super administrator
4.	Communications	
4.1	Website update	<ul style="list-style-type: none"> ● No update received. Since the meeting RCW has decided to step back entirely from the PTA and will contact XK and Tatiana about the website
4.2	Class Reps	<ul style="list-style-type: none"> ● [XK] I have class reps for everyone except two of the 3 Y4 classes. Karolina has started a WhatsApp group for Xmas fair but can be reused for other class rep comms.
5.	Next meeting with school	
5.1	Proposed agenda items:	<ul style="list-style-type: none"> ● Y6 Pupil Leadership team to present their case for the friendship benches ● Christmas fair ● Other events ● Use of Bridge & extra set of keys for PTA committee for event weekends, any insurance issues ● Key for PTA cupboard ● Wish list for purchases from school
6.	AOB	
6.1	Christmas tree sales	<ul style="list-style-type: none"> ● Price list received over half term and FC sent to Verity and Leanne ● Don't necessarily need to use the Christmas fair as the collection date, can arrange for another date if needed. FC to follow up with them

6.2	Garden materials for the Science garden	<ul style="list-style-type: none"> • A request is expected to come in from Chesca for money for the meadow turf for wild flowers at the front of the school • No quotes received as yet
6.3	Cushion covers & bean bags	<ul style="list-style-type: none"> • Some teachers have mentioned the cushion covers need refreshing and also some very sad looking bean bags! • Not expected to be a large sum of money • A request may be coming through soon

Action points:

Action Item	Owner(s)	Deadline	Status
Check profit made from Halloween party	FC	ASAP	Open
Ask Michael if ok for the Pupil Leadership team to attend the meeting on 17/11 to present their case to purchase the friendship benches	EL	ASAP	Completed – awaiting response from Michael
Send link to EL and EN to register for the charity commission website	FC	ASAP	Completed
Set up HO as a super administrator for the charity commission until EL and EN are up and running	FC	ASAP	Open – HO to check if this has worked
Follow up with Verity and Leanne regarding Christmas tree sales	FC	ASAP	Open

Meeting closed: 8.40pm

Next Meeting: Friday 12th January 2024, Poll for time