

Echelford PTA Meeting Minutes

Friday 11th January 2019

9am

Echelford Community Room

Attendees: Alison Cornwell (Co-Chair), Danny Blackwell (Co-Chair), Catherine Cook (Secretary), Lauren McBride (Treasurer), Zoe Braidford, Maria Houghton, Sarah Rogers, Sharon Hazell, Matt Williams, Teri Butchers, Niru Regimi, Miss Code.

Apologies: Livia Maddison.

Agenda Item 1: **Update on December Events**

Catherine reconfirmed the amounts raised by Popcorn Club, Nativity DVDs and the wreath making session in December.

Popcorn Club - £784

It was debated whether we should look to run a different event to Popcorn Club since a lot of the children either don't watch or can't watch the film due to noise levels. But the children seem to enjoy it so we may just run one a year. Also, the feedback is that it may be better to remove the choice of films so that the children know what they are signing up to watch.

Wreath Making - £65

Only one session ran (one had to be cancelled), but it was very popular, and we'll look to run again in 2019, with as many sessions as can be managed. Perhaps we could run a similar event for children to participate in.

Nativity DVDs- £550

Funds raised were higher than last year (£400). Consensus was to use PTA money to improve the sound quality of the staged events so that the entire audience can hear, and sounds on any filming is clear.

Catherine to ask class reps to message classes to see if anyone has any experience or ideas to achieve this.

Agenda Item 2: **Upcoming Events**

Coin Fundraiser (11th Feb to 6th Mar) Lead: Catherine Cook

Children will take home a sheet printed with their house logo which they cover by taping (any UK) coins on. The competition will run from Monday 11th Feb (with a reminder being included in the newsletter of 8th Feb), across half term with entries to be in by Wednesday 6th March (giving Year 6 pupils the opportunity to complete as they are on their residential from 25th Feb to 1st Mar).

Miss Code will organise for the logos to be printed and sent home with the children on 11th Feb.

Need to decide on prize for winning house.

Year 3 & 4 Quiz Night (31st Jan) Lead: Zoe Braidford

Zoe had put feelers out to other Year 3 & 4 parents requesting assistance to help set up and run the event and/or purchase items beforehand, but there hadn't been much interest.

Zoe will prepare entry forms, shopping lists and games/activities. Alison to email over a list of things that were bought for the Year 5 & 6 quiz, plus the rounds.

Wine & Cheese Night (26th Feb) Lead: Zoe Braidford

The plan is for the event to run from 7-9pm, with tickets being sold for £5 to include cheese, nibbles and tea/coffee (attendees can bring their own alcohol).

Discussion as to whether to call it "Wine & Cheese" event or "Speaker" event – decision to change to latter as it's the speaker part of it that we want to promote.

Miss Code to speak to Lisa Cosgrave to suggest they advertise the event rather than the PTA in the hope that it generates more interest as being backed by the school – and more reminders can be sent.

Zoe left the meeting early to meet with Emily to discuss the topics she might discuss on the night and the timings.

International Event (24th May) Lead: TBC

Originally the event on this date was planned to be an International/Echelford Passport event, but it was decided that this required too much organisation and was too reliant on parent input for the event to be successful. Instead, a Family Bingo Night will take place instead from 5-7pm, which will be available for all year groups to attend.

Decisions need to be made around pricing, game formats, food/snack options and prizes (cinema or restaurant vouchers or similar may be suitable – CostCo?)

Quiz Night (26th April) Lead: Catherine Cook

MissCode to check again if Mr Lockyer is able to host again. Catherine to source items for a raffle and find a couple of other games to run during the evening. Also to contact Explore Learning to Staines to see if they are willing the sponsor the event and provide a cash prize, or to come up with another first prize.

Agenda Item 3: **Events to Plan**

Year 1 & 2 Event (7th March) Lead: Alison Cornwell

Jelly Kelly

Alison to speak to Jelly Kelly re her availability to run an event for Year 1 & 2 on 7th March between 3:15-5:15pm.

Summer Fair (28th June) Lead: TBC

Planning for the fair should start in January to make the most of the time to book and buy items.

Suggestion to provide class reps with a list of stalls, and they choose which ones their year group will run. The PTA will provide and source all equipment and logistics, but the reps will be responsible for organising the helpers to man the stalls.

A move towards more children's stalls is preferred, and also to drop Lucky Envelopes and reintroduce a Chocolate Tombola. Anyone is welcome to come up with stall ideas to be considered for the final list.

Ideas suggested include large plastic jugs, gazebos, popcorn machine and a wireless cutting machine for labelling bottles/baubles/other materials, etc (example at Hobbycraft). The latter could be used to create designs on products to sell at school events.

Agenda Item 4: **Year 6 Leavers**

Jumpers and Books Lead: Sharon Hazell

Continued planning for ordering the Year 6 Leavers jumpers and books. Miss Code is dealing with the consent form for parents to return. Sharon to coordinate the letter going out to parents regarding jumpers.

End of SATS event (17th May) Lead: TBC

Still trying to decide on an event for Year 6 to celebrate the end of SATS on 17th May. Suggested an outside silent disco – Miss Code to check with Mrs Davenport what the school has planned for the leavers disco on Thursday 18th July.

Agenda Item 7: **Any Other Business**

Microphones

Not received any response from school community in regard to suggestions for sound equipment or microphones. Catherine to ask class reps to ask classes.

School Facebook Page

Miss Code is to check again with the school re the ability for the PTA to have their own Facebook page.

Library Update

Our meeting took place in the library, so we were able to see how the decorations and refurbishment is coming along. No official opening date given.

Christmas 2019 Events

Miss Code confirmed that the school are agreeable to a mini Christmas craft fair taking place after the Reception and KS1 afternoon nativity performances.

Maybe run a No Parents Allowed stall alongside crafts?

There was a suggestion for the PTA to host a Panto on a Saturday in late November/early December (on a date which wouldn't clash with a school production: two shows, around 150 attendees at £7 a ticket. PTA can also supply refreshments for a fee. Alison to contact the panto company for prices and availability.

PTA Cupboard and Garage Clear Out

The cupboard and garage are still to be sorted. Alison and Danny offered to clear out the cupboard later today.

Sarah confirmed her husband would be able to dispose of the old fridges in the garage that are no longer working, and also provide fencing/barriers for use at the Summer Fair.

Theatre Trips

It was suggested that it might be worth investigating purchasing bulk tickets for theatre trips either to London or the Rose Theatre to offer to the school community as discounted rates. Possibly to offer a coach service too but this could be trickier as some people prefer to make their own way there earlier to eat, etc.

Next meeting date

Next meeting confirmed for Friday 8th March at 9am in the Community Room.