

## PTA Meeting – 16-11-2023

Attending – Helen, Emma, Tara, Vicki, Mrs Norgate

Absent – Riley, Jas, Alison, Clare, Aaron, Mrs Bradley

### Updates

- Frames voted on at last meeting were purchased and put up in the hall over half term
- Banking update – we have a cheque book and paying in book but no online banking yet. Discussed possibly adding another signatory as there are currently only 2.
- As per charity commission paperwork to be made electronic. Expenses are to be claimed within 3 months  
Discussed a Google drive being set up by the trust to hold documents and receipts.

### Events and fundraising

- Cauliflower gifts have been received, bagged and sent back to classes to be handed out. Impressed with the quality of the items and have raised £154
- Elfridges – Lots of responses already. Helen has bought the Jolly Ranchers as these were popular last year, we will be making up gift sets to try and keep costs down, already have 2 parent helpers who have volunteered. We will try to have more gifts this year for younger children as these went quickly last year. Children are to stick to the gifts requested on the form to we are able to buy the right amount for each age bracket. We have had parents donate money to be used for families who might not be able to take part otherwise. Thoughts for next year to move towards an online form rather than paper and could possibly use pay pal.
- Re: Card payments – We will have select times for parents to pay for events via card where we will have the Sum Up machine set up in the playground. We are not able to take card payments for tombola or raffle.
- Raffle – correct date is 19<sup>th</sup> Jan not Feb. Donations to be taken and Boxes to be assembled by PTA in the morning on the day. This will be a non uniform day and we will offer tea and coffee in the hall after school at the event.
- Disco update – Booked Nick Moore £180 for 3 hours.
- Xmas event to be Wednesday 13<sup>th</sup> December after school in the hall. Offering Tea/Coffee/Cakes (not mince pies) and choir to perform.
- Christmas parties – Wednesday 20<sup>th</sup> December. PTA to provide Class Gifts/ Food/Sweets/ Chocolate tubs. Also to be a dress down day.

Next meeting 11<sup>th</sup> January 3.30