



PTA Meeting Minutes

October 14th, 2022, 2pm

1. Welcome and Introductions

Attendees: Jen Fisher, Steph Loach, Claire Forrester, Lorraine Duffett, Anna Taylor, Suzanne Roberts (Head of School), Vicky Johnson (School Admin)

2. Review Minutes

Anna Hillard has looked into blue coin donations at Tesco in Neston – we can apply online

3. Set date for Annual General Meeting

Looking at dates in January

4. Upcoming Events / Calendaring

- a. Bonfire Bingo – date confirmed (Nov 3rd) – Discussed below
- b. Wreath Making – date confirmed (Nov 27th) at URC
- c. Movie Night – still TBD
- d. Christmas Fair – date confirmed (Dec 2nd)
- e. After-school Bake Sales – 1st date confirmed (Oct 21st)
 - i. Bakers / Buying Cakes: Jen, Claire, Steph, Sally, Lorraine, Anna
 - ii. Tablecloth: Anna
 - iii. Set- up: Anna, Jen and Steph
 - iv. Serve: Steph, Anna, Jen, Claire (?)
 - v. Tent: Anna (if needed)
 - vi. Set up in front playground
- f. Nativity Play Refreshments – Still considering

5. Additional Fundraising Suggestions

Discussed Amazon Smile

6. Bonfire Night Planning

a. Food

- i. Meat Chilli – Jen
- ii. Vegetarian Chilli – Steph
- iii. Hot Dogs (Meat and Veg) – Steph
- iv. Nachos, French Bread as sides – Steph
- v. Hot Dog Buns – Steph
- vi. Cakes for purchase – Jen
- vii. Squash – Anna
- viii. Coffee / Tea – Free – Who is buying? Cups?
- ix. All bring Jugs from home

b. Cost / Tickets

- i. £6 Adults. £4 children – dinner and bingo

c. Bake Sale / Tuck Shop

- i. Cakes – Jen
- ii. Cans / Sweets – Anna (?)

d. Bingo – Mr Orford confirmed as Bingo Caller

- i. 4 games, 2 line prizes, one full house prize per game
- ii. Break after 2 games – card game (Lorraine will run)

e. Volunteers – Set Up, Serve, Clean Up

- i. Set up 4:45
- ii. Kitchen – Steph in charge (Heidi and Jonas are helpers)
- iii. Helpers: Jen, Claire, Lorraine, Steph, Hazel

f. Prizes

- i. All bring a bottle to donate
- ii. Lorraine purchasing choc / sweet prizes

g. Fun Game for Children (last year we had a card game)

- i. Lorraine has large cards, Jen to bring small cards

- ii. Lorraine in charge
- h. Advertising / Posters
 - i. Poster to be sent out Wednesday, Oct 19th
 - ii. Tickets on Spider

7. Any Other Business

- a. Mrs Roberts asked if we could fund the purchase of 2 sets of Boccia (an inclusive PE activity), cost: £180 for 2 kits. PTA agreed.
- b. Mrs Roberts asked for parent volunteers for School Bank: Lorraine, Steph and Claire offered to help.

8. Adjournment