

PTA 2022 Meeting Minutes

Christ Church New Malden Primary School
Parent Teacher Association
Registered Charity No. 1027483

CHRISTMAS FAIR PLANNING MEETING
30 November 2022

8 pm- 9:30pm

Meeting Minutes (meeting was held via Zoom)

ATTENDEES

Rebecca Reid (Co-Chair), Cat Beston (Co -Chair), Aysem Diker Vanberg (Secretary), Glyn Hooper (Treasurer), Sasha Svensson (PTA Committee Member-social media), Mr Neil Meehan (Headteacher), Emma Pretty, Laura Stinton, Sarah Geer, Fiona F.

PURPOSE OF THE MEETING

To discuss the spend request from the school and to determine the next set of events to be organised by the PTA.

1) Discussion of the spend requests: Following the AGM meeting Mr Meehan requested a discussion of the following expenses which could be funded by the PTA:

- **Prayer reflection area:** £800 plus. This cost includes table, chairs, shelves, cushion, baubles, beanbags, books, rug, vase, wooden crosses, photo frames, fairy lights. It was agreed that the final figure for this will be communicated to the PTA by r Meehan.
- **Reading phonics scheme:** £2,967.88 (early reading and Floppy Phonics decodable books)
- **Hi viz jackets for children and staff for school trips:** (120 for children and 20 for adults. There are currently 443 children on roll) (£1.99 per child sizes 2-3, 3-4 4-6, 7-9, 10-12 years and £2.49 per adult, according to kidshivis website)

There was some discussion around the branding of hi viz jackets and it was agreed that it would be very useful to have these branded with 'Christ Church New Malden School' logo. **It was decided that the hi viz jackets could have both the school logo and a logo entitled as 'Funded PTA Project' to raise awareness of the PTA. The final figure for branded Hi viz jackets will be reported to the PTA.**

- **Christmas crackers for the children's Christmas dinner** (£3 per box of £12 from Asda, 37 boxes the total cost will be £111)

After some discussion around the costs, all the attendees anonymously agreed that the above items will be funded by the PTA.

2) There was a discussion around the next set of events to be organised by the PTA in 2023.

Break the Rules Day: Friday 10th February 2023. This date is confirmed.

Easter egg hunt: 25th March 2023. This date is confirmed.

Disco Evening/s: It has been suggested that we need to wait until the external club dates come out to avoid potential clashes. The timetable for clubs will be available in the first week of December 2022. **Subsequent to the PTA meeting, this date is set as 3 February 2023 before half term.**

To run these events efficiently we need to establish some teams such as the Disco Team. There are a few parents who are willing to be involved. It was mentioned that Louise W. and Natasha L are willing to form a disco team and organise future events.

One of the attendees confirmed that a DJ has been booked for the leavers event who is very good but perhaps a bit pricey. It was decided that perhaps we could ask the DJ a discount for performing in the next disco event too. **(Action required)**

Quiz night: March 10th-17th the Alberts family could do the Quiz at the juniors. Subsequent to the meeting, this date is set as **17 March 2023**. We need to check whether Mr Burkinshaw's availability for this date. **(Action required)**

Summer Fair: The Summer Fair is always held at the infant's site as there is a lot of covered space, in case it rains. June 2023 is particularly busy month for some PTA members. Hence, previously May 20, 2023, was suggested. This date was not possible due to the unavailability of some senior school staff. May 13th was proposed but it was not possible due to unavailability of Mrs Bond. **Following the meeting, it was decided that the best date for the summer fair is 10th June despite being straight after half term. There is a need to check Mr Burkinshaw's availability (Action required)**

King and Queen Dress up Day: Friday 5th May (King's Coronation is Sat 6th May). This date is confirmed.

Cinema Night: Cinema night: It was suggested that Ruth M. organised one previously so we could speak to her to get the details to also determine how much to charge for it. To make it profitable any event needs to be well attended. A PTA member mentioned that there is a need for a minimum 100 children to make it profitable.

A member asked about the cap on child numbers, and it was mentioned that this was due to health and safety requirements.

OTHER MATTERS

-There was a discussion pertaining to how much money the Christmas fair generated. Some stalls such as the Korean stall has generated over £900 and SeQUL has generously donated £750 for the boards. It is estimated that the Christmas fair has generated over £7000 GBP. It was discussed that in the future it could be beneficial to approach other real estate agents such as the Groves Residential, Curchods and FarleyWood for sponsorship. However, SeQUL is generally quite generous when it comes to sponsorship and it worth noting that we have a longstanding relationship with them.

The PTA mentioned that final figures concerning the money raised in the Christmas fair will be announced in December 2022. It was also suggested that it would be very beneficial to create teams for these events such as the BBQ and Bar team.

ANY OTHER BUSINESS

Thanks so much to everyone who attended the meeting!