



## Meeting Report

### PTA meeting

**Date:** 7<sup>th</sup> October 2013

### Present:

Ruth Robson	Elizabeth Finlos	
Nicola Hall	Lisa van Damms	
Andrea Fickling	Michelle Flynn	

### Objective:

Confirm details for the Disco – agree what is needed before hand / on the day / on the evening. Allocate responsibilities and clear actions – to share the load. Start to structure the Christmas Market too – so we are ahead of the game!

Next Meeting : **Monday 14<sup>th</sup> October at 6.30pm**

### Actions:

<u>Review Comments</u>	<u>Who / When</u>
<p><b>1. <u>School Disco</u></b>            Date agreed for Weds 23<sup>rd</sup> October            Agreed times with School:             KS1 5-6pm            KS2 6.15-7.15pm            Ticket = £3 to incl a 'cupped' Drink only</p>	For info
<p><b>2. <u>Posters / Tickets for the Disco</u></b>            Ticket Design required            Poster Design Required</p>	RR 08/10

<p><b>3. <u>Display Posters at School – particularly in PTA Noticeboard by gates</u></b>          Andrea Fickling / Lisa van Damm to collect posters from School Office Thursday a.m and put up!</p>	<p>Andrea / Lisa 10/10</p>
<p><b>4. <u>DJ Slamon</u></b>          Brilliantly – Colin is more than happy to help us and do the Disco. Smoke machine to be used – and Paul Traynor has confirmed the Smoke Detectors in the Hall can be isolated during the Disco to avoid any false alarms</p> <p>In terms of getting the atmosphere going – we will ask Colin to play a few One Direction songs / then some Gangnam style – and get everyone ‘up’ and dancing</p> <p>Jill P has some great ideas as to how we can get the Kids up and involved if it is slow to start (Musical Bumps / Statues / Dance Competitions / Musical Mats).</p> <p><b><u>Bubble Machines?</u></b></p> <p>Do we have a few between us that we could use at the start to get the kids moving around – even if we are just blowing some to start with !</p> <p>Stickers – Volunteer to buy some nice glittery stickers for Dance Competition prizes – a bit like the ones on Sports Day ie 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> place and ‘great effort’ type messages</p>	<p>Confirmed</p> <p>Colin please</p> <p>Tbc on 14/10</p> <p>Tbc on 14/10</p> <p>Volunteer please</p>
<p><b>5. <u>Transport</u></b>          We need a large car / people wagon to collect the DJ gear on the Tuesday evening (or Weds pm) from Urmston with Colin and bring it to School – and return it Weds pm for Colin after the Disco          ***Volunteers needed please****</p>	<p>Can you help?</p>
<p><b>6. <u>Advanced Ticket Sales only</u></b>          A reply slip to be drawn up that allows tickets to be purchased – and all the parents contact details to be gathered on the ‘reply form’. These to be stored alphabetically so as Children arrive we can quickly check we have their details</p> <p>KS2 is limited to 100 pupils so first come / first served basis in Years 3-6</p> <p>ALL Children will arrive via the Main School Office door – so we can check we have parental details. They will be collected from the glass Hall doors</p> <p>Jo Glynn happy to collect Ticket Envelopes from the School Office</p>	<p>RR 08/10</p> <p>Door Volunteers needed please</p> <p>Jo Glynn</p>

Daily	
<p><b>7. <u>PTA Volunteers for the Disco (needed 5 - 7.15pm)</u></b></p> <p>Ruth Robson          Andrea Fickling          Elizabeth Finlos          Lisa van Damms          Michelle Flynn          Jill Prill          Kim Waite          Alison Gould          Justine Khan          Tammy W          Claire Hodginkson          Vicki Anderson</p>	Any one else available please?
<p><b>8. <u>Volunteers for getting the Hall ready:</u></b></p> <p>Please confirm if you can help from 3.30pm onwards to decorate the hall with glitter door hangers / blowing up Balloons / getting Drinks / Sweets organised etc (your own children are allowed in the hall obviously at this time!)</p>	Volunteers please
<p><b>9. <u>For Sales at the Disco</u></b></p> <p>Sweets – in pre-picked bags of 20p          Weds after-drop-off volunteers please to bag up sweets</p> <p>Calypso Cup style drinks (from ASDA)          Crisps (from ASDA)          Chocolate (from Home Bargains)          GLOW STICKS – source found on Amazon! Well done Lisa! 100 for £6.95 !!! Good reviews on Quality. ORDERED</p>	<p>Volunteers for 9-10am Weds 23/10</p> <p>Pauline or Lisa          Pauline or Lisa          Lisa          Lisa</p>
<p><b>10. <u>Note to Nursery / Reception Parents</u></b></p> <p>To highlight they have not been forgotten – but a special event is being organised for them</p>	RR to write – school office to send out via E mail
<p><b>11. <u>PTA ‘paid with thanks’ type Stamp</u></b></p> <p>Price this up on line – and buy</p>	Michelle Flynn to order 08/10
<b>12. <u>Movie Night</u></b>	

<p>Everyone keen to do this – but we need to research the Kit / License we would need (c£83 per film from PTA website) Please ask around if you have any contacts / knowledge of TV screens / Home Cinema type projectors</p> <p>Idea would be to start with a Christmas Movie / Popcorn / drink – and take home an Advent calendar. Potentially Fri 22<sup>nd</sup> Nov (avoid 29<sup>th</sup> due to Worsley Light Switch on)</p> <p>Michelle Flynn to investigate the Kit we need via her Brother – so Sound / Screen and method of playing the Film</p> <p>PTA website pushes these as good money makers!</p>	<p>ALL</p> <p>Michelle 14/10</p>
<p><b>13. <u>Christmas Fair</u></b></p> <p>Buy 10x Gazebo's (as per Summer Festival) and use these in the new playground area to make it more of an event – and stop it being rammed into the Hall</p> <p>Date set for Friday 13<sup>th</sup> December – after school</p>	<p>Jo Glynn / RR</p> <p>confirmed</p>
<p><b>14. <u>Stalls at the Fair</u></b></p> <p>All stalls to now be £20 + gift for the Tombola. There is already a demand – so the price has been increased</p> <p>Please put the word out – if you know anyone who may want a stall. Details to Ruth via School office on a 1<sup>st</sup> come basis</p> <p>How good is the lighting in the new Playground area? Do we need to book some floodlights?</p> <p>We will produce a 'map' of which Stalls are at the Christmas Fair to encourage people to browse more and to go and 'look' for something</p>	<p>ALL</p> <p>Paul Traynor 14/10</p> <p>Team</p>
<p><b>15. <u>Grotto Team</u></b></p> <p>Lisa Van Damms has offered to be Queen of the Christmas Grotto!!! Lisa will price up decorations and accessories – from Country Baskets and buy on deal Initial thoughts are to have Santa's Grotto in the 'entrance' area of the new Classrooms – warm and dry and has Electrics</p>	
<p><b>16. <u>Price up a BBQ</u></b></p> <p>Try B+Q / Worsley Garden Centre / HSS and see what they are selling off (ex Demo model etc)</p>	<p>Elizabeth F 14/10</p>

<p><b>17. <u>School Choir</u></b></p> <p>Could the School Choir perform some Christmas Carols?</p>	<p>Louise M to ask Mr Murray</p>
<p><b>18. <u>Christmas Fair Food</u></b></p> <p>Cooked outside on a BBQ – German Sausages  Cake Stall  Mulled Wine / Tea + Coffee / Cakes  Soft Drinks  Donuts</p>	<p>info</p>
<p><b>19. <u>Christmas Tree Stall / Holly Wreaths</u></b></p> <p>We don't want the trees there on the Day – but the ability to order them for Delivery over the weekend  Will do this if Worsley Garden Centre will support it / are keen</p> <p>Will source good quality Holly Wreaths too – either Worsley Garden Centre or 'The Floor Room' on Worsley Rd (Justine Smith – Florist). So a stall displaying them that people can buy from or Order from</p>	<p>(trying to push Worsley Garden Centre as means of a 'thankyou' for the Summer Festival)</p> <p>Lisa VD to ask WGC</p>
<p><b>20. <u>Reindeer Dust</u></b></p> <p>We must have this at the fair! Michelle to track down what we have left</p>	<p>Michelle F 14/10</p>
<p><b>21. <u>Children's Christmas Cards – individual designs</u></b></p> <p>Are school happy to allow us to organise a 'create your own Christmas Card design' – for all Children to do?</p> <p>Basically each child creates the card – Parents view them – and then decide whether to Buy or not. (Operates in a very similar way to School photo's). Each card has the Child's details on the back</p> <p>C£1.50-£2 to be made selling a packet of 12 cards for £5</p> <p>So is this something school will let us do?</p> <p>Would school allow the designs to be done in School as a class activity?</p>	<p>Mrs Johnson</p>
<p><b><u>AOB</u></b></p>	
<p><b>22. <u>Summer Music Festival</u></b></p> <p>Date agreed for Saturday 12<sup>th</sup> July 2013  People to ask around for people keen to take part – Band wise – and book them up early  Mrs Erith's Son is in Radio Impulse. A teacher and or Lisa VD via</p>	<p>Lisa VD / Mrs Erith</p>

Worsley Farmers market to enquire / book them	
<p><b>23. <u>School Storage Space</u></b></p> <p>Teachers to confirm what space they can clear for us for ongoing storage (BBQ's / Gazebo's etc)</p>	Teachers 14/10
<p><b>24. <u>Thankyou letters – Summer Festival</u></b></p> <p>Send letters to all businesses that supported us / donated Raffle prizes for the Summer Festival</p> <p>Be cheeky and ask for another Prize for Christmas !</p>	<p>RR w/c 14/10</p> <p>(or a volunteer to draft letter – to then be printed on Headed paper)</p>
<p><b>25. <u>Post Half Term</u></b></p> <p>Send note out to Parents for anyone able to donate a Raffle Prize (Football Tickets / Rugby Tickets / Meals through work etc)</p>	RR w/c 04/11