



MINUTES OF PTA MEETING HELD 12 November 2020

VIRTUAL ZOOM MEETING

In attendance: Dan, Paula, Nameeta, Sally-Ann, Claire, Pooja, Penny, Elisha, Michael Vale, Sarah Marshall, Shalini P, Bhavna Gungadin, Raju, Ali and Nayur Bapodra

Summary: Update on first terms events and to discuss future events in the current Covid-19 climate

Discussion Point	Action
<p>ITEMS 1 & 2 - WELCOME & APPROVAL OF MINUTES</p> <p>Dan opened the meeting welcoming the attendees.</p> <p>He sought approval of the minutes that had been circulated by Nameeta ahead of the meeting. The minutes were approved.</p>	
<p>ITEM 3 – EVENTS</p> <p>Diwali Dancing – The event was proving to be very popular with 63 sales so far. This was very impressive for an online event. It was noted that there were a few more sales still to come. It was noted that there were some siblings and some outside friends joining but sales predominately had been to Charlotte House pupils.</p> <p>Dan thanked Pooja and Shalini for their organisation and also Mrs Mulligan for helping with the gift bags. It was noted that there were no teachers would be attending which was a little disappointing.</p> <p>Christmas movie night – The event would be more simplified given the restrictions and would be held in each classroom in form bubbles with staff who are part of that bubble. Children would be able to come in Pjs and would need to bring water bottles and their own snack and would go direct to their classroom. Each class would vote on what movie they wanted to watch. It was anticipated that the event would be able to go ahead notwithstanding the event was scheduled for a Saturday as it should be classified as a school event.</p> <p>Penny confirmed that the event would be run by the teachers and no parent help was needed. Sales would be via PTA website and would be cashless. In terms of price, the intention would be to keep it as the same as last year or slightly reduced given that pupils would be bringing in their own drinks and snacks. It was noted that prices would be £2.50 for nursery and reception and £4 for the rest of the school. Nursery and reception would have a shorter movie with party games etc to fill in the time. All movies would be U rated, and the school had sufficient stock in terms of DVDs. Timings would be similar to last year with staggered arrival and departures. Siblings would be able to arrive and leave at the same time.</p>	



Secret Present Room - This would be going ahead and a letter to parents would be sent out imminently asking for items for the secret present room. It was noted that items would need to be quarantined for a week and should not be wrapped as staff would wrap the presents. Children would be allowed to come to school in non-uniform (MUFTI) on the day as a thank you for bringing in a present. Separate class bubbles will attend the present room at separate times. Penny confirmed that parental help would not be needed.

Story Telling Zoom – This had been pencilled in for January 2021. It would be hosted on a Saturday in January and the date would be agreed shortly. Jo was looking into this and she reported that it was not very expensive and there was a large selection of stories available. Dan and Jo would be working out a date and appropriate story and a communication would go out.

Magic Show – Dan had looked into a virtual magic show and for the parent magic show the cost was approximately £100 for 30 minutes. He voiced thoughts on whether there would be sufficient interest from parents.

Virtual Comedy night – Nameeta had contacted a few comedy companies and was waiting on quotes regarding cost. Those attending the meeting had expressed an interest in it.

Pre-Easter Virtual Fair – this was a suggestion by Kristie. The idea would be to have different stalls where people could shop and place orders and a virtual raffle/prize draw. This could either be done physically if measures had been lifted or done via live streaming.

It was agreed that it may be appropriate to hold off holding too many virtual events in case circumstances changed and person to person social activities could take place.

It was agreed that if possible a large springtime event would be a good idea. Dan welcomed suggestions from everyone.

Summer fair - Assuming that this was able to go ahead, planning would be starting in January. There had been a number of good ideas for stalls for the 2020 fair which could be used for 2021. A new idea for a stall was “splash the teacher” event.

Penny reported that the most challenging was trying to get prizes for the raffle stall. It was agreed that the raffle could be done regardless of the Covid-19 situation as it could be done virtually. It was agreed that during next term there would be a call to parents to help secure some prizes for the raffle.



ITEM 4 – FINANCE UPDATE

Clare provided the finance update. It was noted that she had circulated a summary of the accounts ahead of the meeting. She provided details of the key events of both last year (2019-2020) and this academic year to date. It was noted that the bingo and cheese and wine nights had made a reasonable profit. The zoom magic show made a small profit and more importantly the children enjoyed it. The Diwali dancing event had generated a large profit of £200 which was very good for an online event. The uniform sales had generated a huge profit particularly given the constraints placed by current COVID-19 regime, and thanks were given to Ali.

The current balance stood at £11,017.21 which was too much for the PTA to be holding unless it was needed for a large purchase (such as the minibus in the past). Penny was invited to provide ideas as to how she wanted it to be spent. One possibility was the new climbing frame which had previously been discussed.

Easy fund raising was something that parents should be encouraged to use. In summary how it worked was when people bought online via a particular website (which had a wide selection of retailers), the website donated a percentage to nominated school PTAs. Given that most shopping would be done online over the coming months (particularly with Christmas approaching). it could generate a significant amount for the PTA. It was agreed that details of this should be included in the next newsletter to encourage people to at least look at the website when buying.

ITEM 5 – FUNDING TARGETS

Climbing frame –It was noted that Kristen was to ask at her school who its supplier was and pass the details on. Unfortunately, Kristen was not able to attend the meeting but would provide an update at the next meeting or send out a separate update.

Owls equipment- It was noted that the £300 had been transferred to the school and Owls equipment had been purchased.

Kristen to ascertain climbing frame supplier detail from her school.

ITEM 6 – COMMUNICATION

- Dan reported that the PTA now had its own dedicated zoom account which had unlimited time for up to 100 people.
- Nameeta asked those attending for their thoughts on whether they wanted minutes to be circulated and if so, how they would like these to be circulated. She was conscious that people could start getting irritated if they received too many communications but also felt that it was important for the minutes to be available. It was



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<p>agreed that the minutes would be circulated via What's App and the parent portal.</p> <ul style="list-style-type: none">• It was agreed that details of the parent portal would be included in the next newsletter.	
<p>ITEM 7 – AOB</p> <p>Nothing to raise.</p>	
<p>ITEM 8 – DATE OF NEXT MEETING</p> <p>It was agreed that this would be held in the second week of January (aiming for 14th January 2021).</p>	