**MINUTES OF PTA MEETING HELD 11 November 2021**

**VIRTUAL ZOOM MEETING**

In attendance: Dan, Nameeta, Monique, Adam, Herpreet, Vipul

Summary: to plan events for Autumn term and 2022 events

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 - WELCOME & APPROVAL OF MINUTES**  Dan opened the meeting welcoming the attendees.  Dan sought approval of the minutes for the meeting held on 23 September 2021 that had been circulated by Nameeta ahead of the meeting. The minutes were approved. |  |
| **ITEM 3 – EVENTS**  **Comedy night – scheduled 27th November 2021**  Dan reported that sales for the comedy night had been poor. Rather than cancel the event, the comedy company had agreed to postpone the event to March 2022 and we incurred a 10% surcharge = £95 (verses a 25% cancellation fee). The memorial hall also agreed to a rebooking at no extra cost.  There was a discussion on why ticket sales were poor. The general feeling was the time of year with a lot of other things going on at Christmas. Also with the panto the week before, people may have been reluctant to commit 2 weekends in a row to school events. With more concerns arising with the new covid variant, people could have been more reluctant to commit to attending. Also with the possibility of Christmas being “cancelled” by the Government, people were bringing celebrations forward.  It was agreed that the comedy night would be moved to February/March. It was noted that 5th March was a possible date, but Dan would check with the school office to ensure that it did not clash with any other school events.  Dan would send out communications to explain that the comedy night was being postponed to early 2022.  With regard to tickets sold for 27/11/21, they would either be refunded or held over to the next date.  In relation to tickets for the postponed event it was agreed that these would be sold as:   * £12.50 for early birds * £15 as it closer to the event.   People could also be encouraged to buy tickets at the school gates at pick up time as many people keep thinking that they need to buy but just don’t get round to it. This may encourage people to buy tickets.  **School Pantomime 4th December 2021**  There had been good sales and 76 tickets had been sold. It was anticipated that there would be more sales closer to the event.  Monique suggested that we could push more sales at pick up next week. It was agreed that Monique would be available on 17/11 for forms III and IV and Nameeta would ask at the Form II class assembly.  Refreshments:  It was noted that a TENS licence was needed if we wanted to sell alcohol. It was agreed no alcohol would be sold.  It was agreed that hot beverages, juices, fizzy drinks and fruit shoots would be sold with crisps, biscuits etc.  Other items to sell:   * Light up items. It was noted that these sold well last time. Things such as glow sticks, light up toys etc * Goody bags/sweet bags   Nameeta would organise volunteers to man the stalls  It was agreed that Dan would arrange another card machine.  **2022 Events**  Comedy night – rescheduled to 5th March 2022  Kids Disco  It was agreed that this was a good idea and a Friday after school was always well received. It was noted that Fridays now conflicted with gymnastics club. Dan would raise dates and Fridays with the school office and see what the impact would be if the event was held on Friday.  Cost: £5 a person  Dance/ball  It was agreed that this would be held in the Summer term (May) 2022. |  |
| **ITEM 5 - FINANCE UPDATE**  This was held over to the next meeting although Dan noted that the accounts were looking healthy. Sales for second-hand uniform covered the costs of the new iPads. |  |
| **ITEM 4 – FUNDING TARGETS**  Penny confirmed that there were no new funding targets. |  |
| **ITEM 6 – AOB**   * It was agreed that if the comedy night in March did not prove successful then a survey would be carried out to understand what parents wanted in terms of events. * Vipul was able to help with T-shirt printing if the PTA ever needed this in the future. |  |
| **ITEM 7 – DATE OF NEXT MEETING**  It was agreed that this would be held on 19th January 2022 at 8pm on Zoom. |  |