**MINUTES OF PTA MEETING HELD ON**

**9 January 2025 at 8pm via Zoom**

In attendance: Dan, Nameeta, Penny, Tara, Clare Cahill, Claire Fahey, Adam and Sarah

Apologies: Chris Gardener and Sanjoy Biswas

Summary: To discuss the events for Spring term and future events/fundraising

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| **Discussion Point** | **Action** |
| **ITEMS 1 & 2 – WELCOME & APPROVAL OF MINUTES**  Dan opened the meeting welcoming the attendees.  It was noted that the primary purpose of the meeting was to discuss the PTA events for this coming term and also future events plus any fundraising ideas.  The minutes of the last meeting were approved as a true record of the meeting. |  |
| **ITEM 3 EVENTS**  Feedback on last term’s events was positive.  **Quiz night 12th October 2024**  The Quiz night made total sales of £790 with a profit of £441.85. Everyone who attended said that it was an enjoyable event and one that should definitely be repeated in the future.  **Textile workshop – 23rd November 2024**  The textile workshop was well attended, and the PTA made a profit of £350. Reviews were generally positive although Nameeta noted that the price we paid to the teacher (£6 per child) reflected the quality of the materials used and in future it may be better to pay her more to get better quality.  Penny also noted that for future events, tasks should be age appropriate with the younger girls being given easier activities. Also, more help would be needed to clean up especially at the end of the event.  **Movie night – 7th December 2024**  There were no outgoings for this event, so all money made was profit. The total profit was £504.  This was an event that was always well attended.  **2024 Panto Outing – 2nd December 2024 2pm show**  Dan stated that all 80 tickets had been sold although it was noted that not all ticket holders attended the event. There had been positive feedback from everyone who attended.  The total profit made was £409. Although a lot of work had been put in by Nameeta in liaising with the Watersmeet box office and to acquire the tickets and allocate seats, this had been spread through out the year and there were no outgoing costs.  It was noted that the box office had sold tickets directly to any parent calling from the school. The seats were not with CHP reserved seats. Nameeta said she would check with the box office if that was a mistake as she was told that the date was reserved for schools only.  Most who attended would be keen to go to another panto this Christmas. Nameeta confirmed that she had provisionally booked 80 tickets for 15th December at 2pm. However, no deposit had been paid so there was no commitment from the PTA. It was agreed that this would be discussed at a future meeting.  The total profit made for PTA events for last term was £1,704.85 which was a solid amount.  There was a discussion whether a Winter Fair should be held. The general feeling was that a panto trip to Watersmeet in lieu of the fair would be a safer option. However, this was something that could be discussed later in the year.  **Spring Term events**  **£20.25 for 2025 fundraising**  Everyone agreed that this event would go ahead this year. The idea would be to raise £20.25 either individually, in groups or between siblings between the beginning and end of term. Taking part would be completely optional and the amount raised would be the target and not a requirement.  How the money raised would be spent would be for the school council to decide with input from all the girls. It would not form part of the PTA funds.  At the last meeting, it had been agreed that it would be worth trying this event to see if it was successful and if the girls were interested in taking part. If it was not well received, then the event would not go ahead in the future and if it was successful then it was one that could be rolled out in the future.  Penny confirmed that the school would have a mufti day on the day of the school disco.  **Family Bingo afternoon 1st February 2025**  This would be a family event. It had been held before (in 2020) and the event had been a success. It was noted that last time, there were too many games.  Ticket prices would be £6 per person. It was agreed that the event would run from 2.30-4pm with a 2.45pm start.  It was agreed that the Bingo would be regular bingo with lines.  Dan was not able to attend the event. Penny agreed to run the Bingo and would look at apps and electronic screen versions. Nameeta agreed to run a soft drinks bar with crisps and nibbles. Penny would send Nameeta the itinerary of drinks in the PTA cupboard.  It was noted that the sum up machine was connected to Dan’s tablet which he would happily lend for the event.  Penny noted that there were some items left from the secret present room that could be used as prizes.  It was noted that in addition to Nameeta 2/3 parent volunteers would be helpful.  **Easter textile workshop -**It was agreed that this would not be offered this term.  **End of Term School Disco – 2nd April 2025**  Paula had agreed to be the DJ for the event.  Tickets would be £6  3 parent volunteers would be sufficient.  There would be a chill out room as well as the disco  Snacks would be provided of crisps and fruit plus soft drinks (squash/blackcurrant).  **Summer Fair 17th May 2025 2-4.30pm**  It was noted that the date of the summer fair would be 17th May 2025.  The planning meeting would be on 12th March 2025, and this would be face to face. It would be helpful for forms to let Nameeta know what stalls they would like to run ahead of the meeting. | Penny to source Bingo items  Penny to send a list of the drinks in the PTA cupboard.  Nameeta to source soft drinks and crisps. |
| **ITEM 4 – CHAIRMAN AND SECRETARY**  Dan explained that his daughter would be leaving the school at the end of this academic year and therefore he would be retiring from his position as chair.  Nameeta explained that she had been secretary for the last 7 years and was keen to hand over the reins to someone different to bring new ideas and with the change of chair this seemed to be the right time to do that.  Both agreed that it was a good way feel connected to the school and was rewarding. It was also good for the school and in particular for the pupils. The intention was for incoming individuals to shadow both Dan and Nameeta during the final term to get to know the ropes.  In the event that no-one came forward, then Nameeta and Penny would discussion options of how this could be taken forward. |  |
| **ITEM 5 – FINANCE UPDATE & FUNDING TARGETS**  Clare confirmed approx. £22,000 in the bank.  Penny confirmed that they were intending to buy a car which would be in about April.  Penny was also seeking funding for a travel planetarium at a cost of approx. £550 and a maths problem solving company at about £700 to visit the school. Both would be for all forms from nursery through to Form 6.  All on the call approved the funding of these events. | Funding approved |
| **ITEM 6 – AOB**  All attending thanked Dan and Nameeta as chair and secretary and for their efforts in organising the PTA events. |  |
| **ITEM 7 – DATE OF NEXT MEETING**  12th March 2025 – in person to plan the Summer Fair | Nameeta |