

Silsoe Lower School PTA – Meeting: Monday 4th October 2021

1. Welcome/Apologies
 - a. Apologies – Jen Alexander, Hayley Hills, Sheila Kaijuka

2. Events for Autumn Term
 - a. Disco – Reception/Year 1/Year 2 and Year3/Year 4: £5; 12th November; party bags – haribo, pom bears, water bottle/fruit shoot, glow stick; DJ – Sarah to email local DJ pupil premium – parents to contact school to access financial support
 - b. Christmas Cards – to send off 11th October: reminder to be sent via Scopay, Facebook and Instagram; reminder that more than one can be designed per child – or even thank you cards ready for post-Christmas
 - c. Secret Santa shop – Music is on a Tuesday and Thursday, so use the Music room; Wednesday 1st December (Jeanette and Michelle) and Friday 3rd December (Helen and Faye); need payment in advance with form showing who the presents are for and the names of recipients; babies, girls, boys, mums, dads, grandparents, cat, dog; Jeanette to check toy wholesalers; Poundland check etc.
 - d. Christmas Family Fun Day – Michelle check community centre dates; hook a duck; donated merchandise to sell – named Christmas books
 - e. Teacher vouchers – check with Daniel whether funding is available yet; amazon vouchers; £50?
 - f. Class presents - £25: School to purchase and to invoice PTA; Helen/Jeanette email Sarah to invite teachers to consider gifts; Daniel to liaise with Sarah regarding Santa
 - g. Christmas Letter – ask for volunteers to deliver; need to locate proforma – Helen to ask Emma Horton
 - h. Panto – Chaplins: Helen to check availability;
 - i. Christmas party days – snack bags: crisps, cake; last week of term; approach manager of Co-op for donations
 - j. Raffle/Auction – Cheese and wine
 - i. End of spring term
 - ii. Ask local businesses to donate
 - iii. Camford Cars – offered a car service £200-£250
 - iv. Tea at the Mill
 - v. Head Teacher for a day

3. New events to look into for this and next academic year
 - a. Fireworks/Laser show (Autumn) – leave until next year
 - b. Circus - £180 to secure date, rest of the money to pay a week later £2950 + VAT charge £7.50 - £12; capacity 600, 2 hour show; make more money on the night; Wednesday 15th June; finishes at 8pm;

children are allowed to look around in the day and have lesson plans for school; looking for a Friday date

- c. Break the rules day – Summer term: rules to be broken to be decided. Last day of term spring/summer
- d. Smarties – money collection tube: October half term; Holland and Barrett have dairy free version; prize for class to raise the most money
- e. Santa to deliver a video message to the children – Daniel to arrange: Christmas Eve
- f. Summer ball and auction; Paul Meads – Jeanette to follow up regarding marquee; follow up with Village Hall
- g. Car wash

4. Roles taken up:

- a. Treasurer –
 - i. Rebecca Massey: stepping down
 - ii. Daniel Oliver happy to take on the role:
 1. Helen Radford proposed
 2. Jeanette Manrique seconded.
- b. Event Co-ordinator – Hayley Hills
- c. Graphic designer – Daniel Oliver: website
- d. Communications support – Hayley Hills: Instagram
- e. Co-opted members – Sarah Vaughton, Faye Bloxham, Jen Alexander

5. PTA – PTFA/Friends of Silsoe Lower School

- a. Rebrand
- b. Address safeguarding concerns – no one will be left with a child if not DBS checked
 - i. Look into visitor lanyards
 - ii. Committee members to be DBS checked

6. Zoom

- a. support will be given to IT to facilitate

7. Finances

- a. Looking into card services – approx. 1.6% per transaction
- b. Daniel and Jeanette to be signatories
- c. Daniel gave a full review of finances for the last two financial years
- d. Payments agreed in principal by Treasurer:
 - i. Money to Adventure Trail from the Co-op – Led by S. Boyle
 - ii. Panto – led by Helen
 - iii. Circus deposit – led by Faye – Jeanette as contact
 - iv. Smarties – Sarah – Helen as contact

- v. Disco party bags – tickets sold in advance – led by Michelle – Jeanette as contact
- vi. Secret Santa Shop – payment in advance – led by Hayley – Helen as contact
- vii. N.B. Jeanette to lead on Summer ball
- e. Send Daniel figures
- f. THANK YOU DANIEL for sorting out finances.

8. Next meeting date

- a. Monday 18th October 7.30pm at Star and Garter.

9. AOB