

## Minutes of Silsoe VC Lower School PTA Meeting

Wednesday 10th September 2019, 7.30pm, 1 Birch Grove, Silsoe

### Attendees

Tracy Palmer	TP	Chair
Claire Hazel	CH	Chair
Rachel Wenman	RW	Communications Officer
Kevin Palmer	KP	Secretary
Mel Jara	MJ	Treasurer (absent)
Sara Appleman	SA	Member
Gail Reinhart	GR	Member
Helen Coxhead	HC	Member
Jeanette Manrique	JM	Member

Agenda Item	
1	<b>Introduction:</b> Welcoming new attendees to the PTA group....JM and GR. Outline PTA structure and inform new members of the objectives of the group. Brief explanation of how we generate funds.
2	<b>Financial update:</b> £9,000 in bank. £500 from Silsoe stride, coming to the PTA fund.

	<p><b>New head teacher:</b> TP spoke with Mrs Boyle on phone. Will meet at school every other PTA meeting and is hugely enthusiastic about the role of the PTA moving forward.</p> <p>Also discussed changing the way the PTA money is requested. Form to be filled out and request made so it is a more formal approach and gives clarity to what the PTA have funded.</p> <p>3 Look into ways to improve communication links between PTA and the school. To be discussed in due course with all parties.</p> <p>Changes to be made to opt-ins on PTA messages to ensure more parents have a chance to receive information on the work we are doing and the events we are organising.</p> <p>Panto event at school to go ahead, potential dates to be discussed imminently.</p>
	<p><b>Freaky disco:</b> Change of focus for freaky disco. Proposal to change date and discussions over alternative themes.</p> <p>4 Ensure all parents are made aware that it is not a Halloween party. Suggestion we could have a firework/sparkle themed disco. 'Big Boom Bash' a potential working title... bright colours, sparkle, fireworks.</p> <p>TP or CH to contact DJ to arrange dates.</p>
	<p>5 <b>Bags 2 school:</b> Old clothes/shoes collections. Arrange date in next few weeks for potential November drop off.</p>
	<p><b>Xmas:</b> Offer new attendees an outline of PTA schedule -</p> <p>Santa letter for children and their siblings, get info from the parents to ensure letters can be personalised. Such a success every year.</p> <p>Each class has a Christmas party, Father Christmas comes to deliver.</p> <p>6 Secret Santa shop always a huge success. Discuss plans to run it again in December.</p> <p>Christmas cards - children design their own cards. Not making money, so may review whether we will do it this year. May look to do different gifts, possibly a tea-towel.</p> <p>Christmas raffle - local businesses contribute.</p> <p>Discuss possible village event, other possible events. PTA stall at Silsoe Village Hall Christmas event. Possible raffle at the event.</p> <p>Possible event at the school, with mulled wine and mince pies.</p>
	<p>7 <b>Bricks:</b> Welcome walkway with children's names on the floor. Look to open up chance for parents to have a brick. Need to order a lot due to high delivery costs/fitting.</p> <p>Any memo needs to explain minimum order requirements to make it cost effective and also that we will only make the order when that minimum order limit has been met.</p>
	<p>8 <b>Panto:</b> Date to be discussed with head teacher in emails with TP.</p>

**Any other business:** Consider putting together an agenda for the year.

May look to include Bags 2 School date in Silsoe village newsletter.

Maybe look to revive ideas of tea and biscuits at class worship.

Use the individuals who have set up Facebook pages for each year group as a possible contact for PTA messages for each year group. Good way to source volunteers.

Tea and cake for parents at disco possible additional fund raising idea.

Valentine cards idea, school stamp to have it delivered. Potential fund raising idea.

Break the rules day idea for summer term. Each rule you break costs an extra 50p.

Bake off - enquire about doing a bake off at school for different key stages. Ask for dates.