

Minutes of Silsoe VC Lower School PTA Meeting

Tuesday 19th November 2019, 8pm, 1 Birch Grove, Silsoe

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

Agenda Item	
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	<p>Finances: Accounts to be finalised and sent to auditor shortly. Needs to be filed before AGM.</p> <p>1st Sept-August 31 annual report:</p> <p>Balance of nearly £10,000, with £3,000 in reserve.</p> <p>Glow disco profit estimated to be around £1,400. Most successful disco so far.</p> <p>Sponsored run last year generated £1,700, so we will look to do it again.</p> <p>Easter event generated £170.</p> <p>1 Cauliflower cards discussion on whether we are getting money from the company.</p> <p>Bags to school estimate to generate £120, quiz night £1600, £500 mini-fete. Adds up to around £7000 of revenue.</p> <p>Paid invoice to school from previous year, coach trips and the like.</p> <p>Amazon gift cards....£100 per teacher to spend what they wish on classroom needs.</p> <p>£500 from Silsoe Stride, down a little from last year due to more beneficiaries.</p> <p>Expectations with upcoming events is we can have £11,500 in the bank before latest requests from school.</p>
	<p>Disco feedback: Generally positive reaction, children enjoyed it. Good profit for PTA.</p> <p>2 Grateful for positive letter of appreciation from Mrs Boyle. Post on Facebook proposed to record breaking success.</p>
	<p>Secret Santa shop: Five helpers confirmed on Monday December 9th, six on Tuesday December 10th. Final arrangements need to be made on shifts for the shop.</p> <p>3 TP and CH agree to go to get Christmas shop items. Presents for child... estimate three-and-a-1/2 per child. £2.50 per present. 600 items needed to buy.</p>
	<p>Wrapping night: Discussion over whether wrapping night is needed or whether it can be done at home. Decision is it can be done from home on an individual basis.</p> <p>4</p>
	<p>Christmas party boxes: PTA provide some food for class parties. Discussion over what will be provided and where to get the boxes from. Mel to take charge of the boxes.</p> <p>5</p>

6	<p>Xmas fun day - <u>Saturday 7th December</u>: CH happy to set-up and do the first couple of hours. Discussion over what games/stalls will be provided.</p> <p>Katie (parent of Year 3 child) has offered face painting/glitter/tattoo. TP and CH to follow up this offer and firm it up.</p> <p>Need to ask for volunteers for this event.</p>
7	<p>Xmas raffle: No Christmas event, so raffle will not fit in this year. Fun day replaces raffle, so decision made not to have raffle this year.</p> <p>May run a raffle at summer event instead of Christmas.</p>
8	<p>Quiz night: Claire Johns said she will offer to do it. Offer to Tony before final decision is made. March date proposed. Date needs to be confirmed.</p>
9	<p>Positions on committee: Some members will be leaving at the end of the year. Mel willing to do it until July. Need to replace people who will be leaving their roles. Post to be sent out by school to encourage people to replace them.</p>
10	<p>Santa letters: Discussion over how the letters can be printed and distributed.</p>
11	<p>Pantomime: Bill has been paid to Chaplins for Jack and the Beanstalk. Post to be made on Facebook to alert parents it has been arranged by the PTA.</p>
12	<p>Any other business: Gift cards for teachers may be given out in January to start the New Year.</p> <p>Santa float money, we were not due any but they posted they were collecting for us. None has been received. Plan to contact organisers to make sure they update their social media posts.</p> <p>TP to look whether Christmas boxes are still in the school cupboard.</p> <p>JM suggested a different Sponsor event she has done in the school. To be discussed another time.</p> <p>Discussion over school bricks outside the school. Need to ensure we have the right numbers to make sure we meet requirements.</p>

Next meeting to be decided in due course