

<p>Attendees Teachers: AD Chair: HB Parents: LW, NB, AS, HH, ZT, KDW</p>	
<p>Apologies JS, KV, IR, NA, KF, JM</p>	
<p>1. Previous minutes: Minutes from previous meeting (12th June) approved.</p>	
<p>1. Summer fair overview</p> <p>2. Feedback included...</p> <p>3. Another cool box needed for ice lollies.</p> <p>4. Jambola – not all bags were marked with vegetarian/non vegetarian. <i>This is a concern to be discussed further at later date. Agreed that we need some kind of disclaimer sign such as “can't guarantee doesn't contain gelatine”.</i></p> <p>5. Cleaning the plate round didn't work.</p> <p>6. Better quality fresh produce required for the bbq. Halal bbq needs to be more efficiently organised.</p> <p>7. More people on glitter tattoo stall – 3 wasn't enough.</p> <p>8. Clearer print out of instructions on the day</p> <p>9. Tombola – not done as well as previous years. A shame the kids couldn't get involved and needed better prizes. Footfall inside low as so hot on the day – maybe place Tombola outside? Very difficult to manage as was mixed – needs to be kids and adults separately next time. Discussed how, in previous years, we've used the money generated from non-uniform day to subsidise the prizes. Helen to follow up by speaking to CW.</p> <p>10. Raffle tickets – didn't sell as many this year. Didn't arrive home in all bookbags. Need to maximise selling opportunities in the 2 weeks run up next time, class reps to badger people, display notices in office and classroom windows, sell next to ice pops.</p> <p>11. Food – ran out of fizzy pop – need to buy more next time. Important to consider the forecast for judging quantities for bbq,</p>	<p>HH</p>

<p><i>fizzy drinks etc.</i></p> <p>12. <i>Floats – more £5 notes needed. Floats need to be distributed earlier.</i></p> <p>13. <i>Volunteers – Needed more! Need a clearer idea of who is helping on the day and to give them specific tasks if possible. Perhaps a list of things to do up that could be ticked off? Suggested that there should be a central “go to” point where someone is based with cellotape, string, etc during setup.</i></p> <p>14. <i>Kitchen - paper plates not strong enough – agreed that we can now use the school plates.</i></p> <p>15. <i>Glasses – Re-usable glass scheme worked well. We also have approx 500 plastic cups in PTA shed to use up.</i></p> <p>16. <i>Money – people using £20/£10 notes – agreed it would be a good idea to have a money exchange table.</i></p> <p>17. <i>Holt park activity was good.</i></p> <p>18. <i>Live music was good.</i></p> <p>19. <i>Bouncy castles – definitely need 2. One for nursery and year 1, the other year 2 and up.</i></p> <p>20. <i>Following a complaint made to the school, AD highlighted the need to communicate to families that they are responsible for their own children at the fair and make it clear that the staff are not responsible. Agreed we need to have disclaimer signs placed around the fair.</i></p> <p>21. <i>Cake raffle – didn't work well (perhaps due to the heat?) more appropriate for Christmas Fair. NB suggested to do it as a “cash lottery”?</i></p> <p>22. <i>ZT to sell of burgers and sausages at cost price.</i></p> <p>23. <i>HB to compile a report on what worked/didn't work well.</i></p>	<p>ZT</p> <p>HB</p>
<p>1. Bank Balance/Funding Requests</p> <p>2. <i>KDW reported that last statement showed just over £7000 in the bank. Thinks that it is approx £6700 now.</i></p> <p>3. <i>PA system is still to be paid for – not sure of total cost yet.</i></p> <p>4. <i>AD thanked the PTA for the new lights and reported that the children</i></p>	

<p><i>loved them.</i></p> <p>5. HB suggested sending a timely email to say “you may notice the new lights at the year 6 production”...HB to draft an email and send to KD to send out to parents before the show.</p> <p>6. Robin Hood Coach and Worship table still to pay for.</p> <p>7. KDW still waiting for a few last expenses but reported that summer fair generated approx £1600 profit (not including matched funding). HB surmised that this could be increased to nearly £4k when all matched funding comes in.</p> <p>8. Overall, a successful year fundraising.</p>	<p>HB</p> <p>KDW</p>
<p>1. Disco</p> <p>KDW to buy crisps and check squash.</p> <p>We have enough ice pops.</p> <p>Volunteers – need at least 2 on the door. Seem to have plenty of volunteers – agreed that no need to do anything else – should run itself. HB to aim to match fund.</p> <p>HB to book Mr S for next year – either 17th July 19(1st choice) or 10th July 19 (2nd choice).</p> <p>KDW to pay Mr S on the night.</p>	<p>KDW</p> <p>HB</p> <p>KDW</p>
<p>1. Commitments in September</p> <p>New parents meet and greet – 5th, 6th and 7th September. Agreed volunteers as follows:</p> <p>5th – LW and NA</p> <p>6th – NB and AB</p> <p>7th – KDW and AS</p> <p>Coffee morning already sorted out (see previous minutes).</p>	<p>LW</p> <p>NA</p> <p>NB</p> <p>AB</p> <p>KDW</p> <p>AS</p>
<p>1. Curry Night</p> <p>2. Previously proposed date of 16th November – suggested we move it in light of the staff training day on the 19th November when people</p>	<p>AD</p> <p>NA</p>

<p><i>might be going away for long weekends. Discussed postponing it to Jan/Feb but overall consensus to try and keep it in this term. Can it be changed to the 9th November?</i></p> <p>3. AD and NA to confirm if they are available.</p>	
<p>1. AOB</p> <p>2. PTA Bank Account</p> <p>3. ZT advised that the PTA has 2 bank accounts. The PTA account with Leeds Building Society currently has no signatories and can't be accessed. Agreed it needs to be closed. In order to gain access (so that it can be closed down) we need to fill in and sign the application form. The forms were signed and ZT to send off.</p> <p>4. Banking – agreed that we need a new mandate for the Yorkshire Bank. Agreed that the following 5 x PTA members should be signatories...</p> <p>5. KD, MB, KDW, LW and IR.</p> <p>6. Proposed Table Top Sale</p> <p>7. AD presented an idea of behalf of IR to do a 2nd hand, high quality, table top sale in school hall (or possibly on the field if weather good?). Suggested charging £15 per table for non St Chad's parents and £10 a table for St Chad's parents. Entry fee of £1 and sell refreshments. All agreed a good idea. Proposed date 30th September – AD to liaise with IR to check if that date works.</p> <p>8. Usbourne Books Scheme</p> <p>9. JS has a friend who works with “Usbourne” books – AD will pass the scheme details to KD to compare with their current “Scholastic” scheme.</p> <p>10. School Disco Friend request</p> <p>11. AD received a letter from one of the pupils requesting that they bring a friend who is visiting from abroad to the school disco. All agreed this was fine.</p> <p>Raffle thank you cards</p> <p>1. AD to confirm if pupils (not year 6) can write thank you cards. NB to email AD with what she needs. To be sent out in next 10 days.</p>	<p>ZT</p> <p>KD MB KDW LW IR</p> <p>AD IR</p> <p>AD</p> <p>AD NB</p> <p>HB</p>

<p>2. Proposed PTA key events for poster</p> <p>3. 30th September – Nearly New Sale</p> <p>4. 9th November – Curry Night</p> <p>5. 7th December – School Fair</p> <p>6. GDPR</p> <p>7. AD brought up the issue of GDPR. Advised that the PTA is responsible as an entity. Any data we have needs to be stored securely in locked files – not on mobile phones. Nothing should have names on – just initials. Everyone needs to sign consent that we we hold their information and there are specific time periods for which we are allowed to store information.</p> <p>8. The PTA Whatsapp is a grey area as not official. ZT has looked into this with another organisation and they concluded that whatsapp is OK as the individual can “exit the group” themselves.</p> <p>Agreed however that the PTA should definitely not take names and set up Whatsapp groups in the meet and greet – leave parents to do this themselves if they choose to.</p> <p>Amy mentioned that some of the teachers have asked her to share information on Whatsapp – AD advised that we must not do this and that she would be advising the teachers not to do it again.</p> <p>AD advised us that we need a “permissions” and disclaimer forms. She agreed to pass the school template forms on so that we can adapt them.</p>	<p>AD</p>
<p>1. Next Meeting: Tuesday 18th September 7pm.</p>	