

Abbey Grange Church of England Academy

PTA Meeting

Monday 11th October 2022 – 6.30 pm

Ref	Notes	Actions
1	WELCOME Present: SD (Chair), HB (minutes), SDT, JB, SC, YM, Lina, MK	
2	Apologies: D, HL, CA	
3	Minutes of Last Meeting: (agreed) Matters arising:	
4	Refreshments and parents Evening Update/Feedback There is a problem knowing what we have and what we need in terms of refreshments for events. Refreshment Co-ordinator appointed. SDT. A helper's rota is needed for Open Evening next time and parent's evenings if they are face to face. Cupboard keys have been lost and now there is only one. This causes a problem accessing PTA goods. Four new keys are to be cut. SD, S DT, HB & JB to hold keys. The cupboard contains some things that don't belong to the PTA. It would be better if PTA had sole use. Next event where PTA are requested to help, it is to be made clear to parents that the PTA are fundraising at the event and charging for drinks. The card machine will also be in use.	SDT to do stock spreadsheet SDT is co-ordinating cutting of four new keys with TW JB to contact TW re sole use of PTA cupboard. JB/SD
5	Treasurer's Update: Balance £4752.38 SDT to contact Mr Golding regarding 'hardship fund' and whether he could organise staff attendees at the PTA meeting. Obtain another card machine to be kept at school. JB to be the other named person. SDT will teach PTA members how to use the device at the uniform sale.	SDT
5	100 Club: TW will be sending out the numbers for the 100 club in time for the winter fair.	JB TW
6	Hamper Raffle Tickets - £393 (this is the amount we have raised) SD and SC to use number generator for draw on 15 th October.	SD and SC
7	Dates to Sell Uniform Tuesday 25 th October – 10 till 12. SD has asked TW if the tables can be set out in the hall and have access to uniform store room and cupboard to do stock take. HB, SD, S DT, JB to man stall and receive card machine training	HB, SDT, JB, SD

8	<p>Winter Fair 19th November 12.30 to 2.30</p> <p>SDT to co-ordinate winter fair. Use Whatsapp group and SC's file.</p> <p>SD to send Rainbow tombola letter to school and posters advertising the event. Not had an answer yet about whether this could be a non-uniform day- SD to chase for answer</p> <p>Winter Fair Facebook page to be set up. PLEASE SHARE/LIKE/FOLLOW SC has contacted archery.</p> <p>Contact Alistair Marshall about using sound system and if he can remind us how to use it.</p> <p>Mr Birch has confirmed back in June that the school concert band will be available. SD to check still ok</p> <p>SD to contact Dennis to ask about the sports hall.</p> <p>SD to contact TW about the use of the kitchen. See if new catering company would like to run a food stall and donate some profits to school. SD to Kaye Brown Chaplin re Fair Trade stall.</p> <p>HB- Ask St Gemma's if they would like to sell Christmas cards. HB – Buy sticks for candy floss and chocolate fountain.</p> <p>SDT to buy raffle tickets and prizes for Beat the goalie, I'm a Celebrity Game and Play your cards right. Sweets /toys for Jarbola</p> <p>Set up at 9.00am on the day of the fair</p>	<p>SDT</p> <p>SD</p> <p>SC</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p> <p>SD</p>
	<p>Next Meeting: Monday 7th November at 6.30pm Please bring in any items for the fair and the Christmas hampers.</p>	

Items to bring in for the Hampers & Winter Fair at the next meetings

Cranberry/mint sauce	Sauces in jars	Teddies
Biscuits /Shortbread	Tinned fruit/Veg/ Soup	Toys/Games
Breadsticks/ Oat cakes	Dried Fruits raisins/dates	Small toys for Jarbola
Chocolate coins /santa/reindeer	Stuffing packs	Sweets for Jarbola
Christmas pudding	Gravy granules	Prizes for the Silent Auction
Coffee/Tea/Hot chocolate	Mince pies	Books
Christmas pulling crackers	Crisps /Nuts	Toiletries
Pasta/Rice	Candles	
Wine/ Fizzy Pop/ diluting juice	Jam/ Pickles/ Chutneys	

Check sell by dates