

## St. Mary's Parent Teacher Association



Meeting 15<sup>th</sup> November 2017

The White House, 7.00pm

### Attendees:

Charlotte Bannon (Chair)  
Sam Townend (Vice Chair)  
Mrs Smith (Vice Chair)  
Rachael Birchall (Secretary)  
Steve Jennings (Treasurer)  
Mr McPhillips  
Alison Dobell  
Emily Sadler  
Jenny Ingram  
Sarah Adamson  
Pritti Aggarwal  
Sarah Spincer  
Fraser Adamson

### Apologies:

Sara Henry  
Mrs Charlemagne  
Katie Thom

#### 1. Minutes of the last meeting

- The minutes of the last meeting were approved by all present

#### 2. Actions Outstanding

- The wall in the Charlton playground has been constructed

#### 3. Founders Fireworks

- Charlotte collected a list of volunteers available on the night and will look for further volunteers from parents and staff over the next week to match to jobs on the night
- Helen has agreed to run the bar with some helpers, Steve has organized a barrel of real ale
- James has organized food on the night of chicken curry, vegetable curry, chips and rice.
- Mrs Thom has organized the year 11's who can help out with the tea, coffee and sweets stall and car parking. Rachael will check if they are still able to do Balloon Modelling
- Mr McPhillips will put a reminder in both weekly newsletters about Fireworks and why we celebrate it when we do as well as the fact that tickets will be on sale on Friday in the playground

- Charlotte will ask if Dr K could set up the sound system
- Jenny and Sam will check the bottles and chocolates to check they are in date
- Rachael will print out 70 letters for neighbours and provide an extension lead for the popcorn machine
- 2 lights are needed for the field and the gate. Sarah A has one, if another cannot be found it may need to be bought
- Sarah A has bought some glowing goods, Sarah S will try and find some more to sell on the night
- Charlotte will get raffle tickets and Sarah A will get popcorn supplies

#### 4. Christmas Disco

- Mrs Smith will update the Christmas Disco poster from last year
- Rachael will ask Tracey if it possible for the cleaners to come in to clean the hall before the disco
- Snacks will be crisps and chocolate/biscuit and some fruit. Pritti will get allergy information from the school to provide suitable snacks for those that need it
- Some year 6 students have asked if they can help as part of their Civic Award
- The glowsticks will be given out at Prep so they can walk down in the dark with them to the Disco
- Mr McPhillips will lock up afterwards
- Jenny, Rachael and Charlotte will arrive at about 2 to start setting up

#### 5. Fundraising Goals

- Mr McPhillips mentioned a need for a sun shade in the Prep playground as there is no shade available there at all
- Rachael will look into possible other projects

#### 6. Finances

- Current account: £6,355.86
- Deposit account: £461.82
- Paypal: £476.84
- Petty Cash: £36.44
- Outstanding Cheques: £204.70
- Total: £7,126.26

## 7. 200 Club

- November Draw
  - 1<sup>st</sup> – Father Michael
  - 2<sup>nd</sup> – Dr K
  - 3<sup>rd</sup> – Jackie Long

## 8. AoB

- Mrs Smith showed us a mug that had been produced from a Christmas card designed by her son. These are very popular at Christmas and make a good profit. It was decided that Mrs Smith and Rachael would organize this over the summer to be ready to launch in September for next Christmas
- Pritti suggested we use a company that collects foreign coins and returns funds to the PTA. Pritti will identify a company that does this
- Alison reported that the 2<sup>nd</sup> hand uniform shop sold £222 of uniform this month and that £110 is funds for the PTA which is fantastic. Alison and Rachael will make sure the leaflet is up to date to go on the school stall at Fireworks Night
- Fraser joined the meeting to report back from the Prep School Council about the headphones for the IT suite. Each class had been asked to vote and on-ear headphones would be preferred. John Paul and Ishani had researched the costs involved. Fraser asked if 20 pairs of headphones could be bought at a cost of £12 each. This was unanimously agreed

## 9. Date of Next Meeting

- 13/12/17