

St. Mary's Parent Teacher Association



Meeting 13th September 2017

The White House, 7.00pm

Attendees:

Charlotte Bannon (Chair)
Rachael Birchall (Secretary)
Stephen Jennings (Treasurer)
Mrs Charlemagne
Mrs Thom
Mrs Murray
Mr Dillard
Pritti Aggarwal
Alison Dobell
Tim McCarthy
Jenny Ingram
Emily Sadler
Sam Townend
Sara Henry

Apologies:

Julia Husband
Sarah Adamson
Mrs Smith

1. Minutes of the last meeting

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

2. Actions Outstanding

- None

3. Founders Fireworks – 25/11/17

- Rachael will complete the CAA Fireworks Notification process
- The evening will start at 5:30 with the Fireworks at 7
- Tickets will be £4 for adults and £2 for children
- Mrs Charlemagne will contact Mrs Gallagher to ask whether she would be able to arrange for the fireworks and the pyrotechnic expert this year
- For future years it may be necessary to find a sponsor for the event
- Charlotte will ask Keith if he is willing to provide First Aid cover
- Charlotte will ask Stew if he can provide Fire Safety cover

- Up to 5 people will be needed to cover Gate and Security. Tim will see if he can be available
- Charlotte will ask Kirsten whether we can use/update the tickets and poster she designed last year
- 2 generators will be needed, one at the gate and one on the field, the Prep Gym lights also need to be switched off
- Stephen will check with Helen as licensee whether she is able to run the bar, and will also get a barrel of real ale from the Butchers Hook. Volunteers will be needed to run the bar
- Mrs Thom will enquire whether other Prep Schools would like to attend the event
- Charlotte will draft a letter to go out to close neighbours apologizing for the disruption and offering complimentary tickets to be picked up from the White House
- Charlotte will ask James if he is willing to cater on that evening with a menu of chips, chilli and veggie chili with the possible addition of hot dogs
- Indoor Activities:

Stalls will include:

Glowing goods – need to check stock and purchase more

Cup Tombola. £1 a cup. Rachael to update letter and go in to talk to assembly

Year 6 games. 20p a go, raffle ticket awarded on completion. 5 raffle tickets can be swapped for a bag of sweets (Alison to prepare the sweet bags)

Year 11 will help with balloon modelling, Tea and Coffee, Face painting and Car parking in return for £10 towards their Prom ticket. Mrs Thom will co-ordinate the Year 11 contribution

Cake stall. Jenny will organize and run this

Bottle Tombola. Children will be asked to bring in a bottle or chocolates in exchange for a non-uniform day on the 3rd November. Mrs Thom will draft a letter to go out before half term

Spooky Walk. This has been popular in previous years. Mrs Thom will ask the Senior pupils whether they would like to organize something similar

Other Stalls. Members of the school community will be asked if they would like to have a stall for a fee of £10

4. Popcorn Machine

- The popcorn machine is broken. Charlotte will see if it can be repaired. If not it was agreed to buy a similar machine in time for Movie Night

5. Movie Night

- This will be held on the 6th of October in the John De La Mennais room. Mrs Charlemagne will attend and provide a laptop for the film. Mr Dillard is also able to help set up if needed

- Charlotte will find a suitable movie and write a letter to go out to the Prep department. Suggestions were Moana, Sing or Boss Baby
- Rachael, Sara and Jenny are able to help on the afternoon

6. AGM

- Rachael will update the Notice of Meeting and Nomination of Officers forms ready to go out to the whole school
- The AGM will be held between 2:45 and 3:15 on Wednesday the 18th of October in the Charlton Gym
- New nominations will be needed for the roles of Chair and Vice Chair. Rachael is happy to remain as Secretary. Stephen is happy to remain as Treasurer for one more year, this year would be a good time to find a new Treasurer to work alongside Stephen

7. Second Hand Uniform Shop

- The Shop has taken £1,376 so far with £587 paid back to Sellers. It has been very successful but still needs more publicising and more uniform. Alison to give Rachael it's opening dates to publicise in the Newsletter and on a poster. Alison is running the shop with Sara able to help on occasion. Another volunteer would be very welcome

8. Finances

- Fun Day raised a total of £1,530. A piano has been purchased for £400 and £150 spent on Warhammer manuals as agreed at the last meeting
- Current account: £6,046.11
- Deposit account: £461.82
- Paypal: £476.84
- Petty Cash: £76.44
- Outstanding Cheques: £189.00
- Total: £6,872.21

9. 200 Club

- July
 - 1st – M S Smith
 - 2nd – Mr Stringfellow
 - 3rd – Mrs Owen
- August
 - 1st – Father Michael
 - 2nd – Dr K

3rd – Mr Craig

- September

1st – D McManus

2nd – J R Oakley

3rd – Mrs Hollis

10. AoB

- Mrs Thom asked if anyone would meet with the Senior Student as they have ideas for fundraising through the Senior Department. Pritti will arrange to meet them
- Pritti raised the idea of the Business Directory. It was agreed that this was a good idea but we do not have anyone with time to build it. Mrs Charlemagne will ask Alex if it would be possible to have an online database that parents could populate themselves if they were interested
- Stephen has set up a Classlist trial. It was agreed to be a useful tool but more research needs to be done on how involved the school should be in it
- Rachael will register the school Fun Day with the Red arrows for a possible fly-over
- The School Christmas Disco is on the 19th of December. There are 2 events, one for Nursery to Year 2 and one for Years 3-6. Rachael will ask Mrs Smith if Nursery wish to attend. Jenny, Sara, Rachael, Pritti, Emily and Sam have indicated they are able to help on the afternoon for one or both events. Mrs Thom has booked the Dining Hall and the Cleaners. It was agreed that the entrance fee will include drinks, snacks and a glowing item
- Mrs Murray will continue to chase up on the Playground lines which were not satisfactory

11. Date of Next Meeting

- AGM. 18/10/17