



Minutes

Monday 4th December 2017



Present (apologies for any errors):

Tracy Hookway, Lisa Camp, Claire Glover, Lindsey Carpenter, Jen Palfrey, Megan Naylor, Kirsty Webb, Natalie Butt

Apologies:

Emily Armitage, Honorata Austin, Helen Olsson, Rachel Dallyn, Steph Saunders

Outstanding actions:

- Megan has amended minutes from last meeting, and will ask Clair Brooking to put them on CPTA website. In future, all minutes will be brought to the next meeting first, before being sent out.

Treasurer's report:

- c.£30 profit made at disco, however this includes the sweets and glo-sticks, which are now held as stock.
- Agreed that £20 be spent on artificial tree and lights as a gift to the school, to support their annual fundraiser for Elf.
- Now that it is clearer how much money we have in the account, is it possible to re-visit Blue class swimming lessons? **Action: Jen to approach Angela.**
- **Jen, can I have details of recent out-goings for classes if possible and any other finance 'news'?**

Disco evaluation:

- Overall, positive feedback regarding Magic Martin – much calmer than previous discos, he was good at keeping the children entertained.
- Not so many KS2 children there – noted that there was a clash with other clubs.
- Future discos:
 - Need a mobile phone ban for children attending. Mobiles were in use during this last disco, which was felt inappropriate. If parents are concerned about leaving their child without one, parents should stay.
 - Better control over signing out children who have been left unaccompanied.
 - Security walks during the disco – it was noted that the external door in green class was unlocked by children during the disco.

Christmas:

- Refreshments at Christmas performances (details below). Tea, coffee, squash, sweets and mince pies/cake, (plus mulled wine on 14th Dec only). Tea/coffee + mince pie £1, mulled wine to be costed when we know price/serving. **Actions: Jen to get alcohol licence, Claire to purchase cups, Claire to ask Angela if parents can enter via Blue class NOT through hall for evening performances, Lisa to make mince pies for 8th and 14th, Megan to put a shout out for mince pies/Christmas themed cupcakes for 12th, Natalie to ask whether we can borrow mulled wine urn** (if urn not available, will heat wine in pans in kitchen and keep warm in slow cookers).
 - Friday 8th Dec Foundation stage, refreshments at 2.30pm (after performance in NEW BUILDING). **Set up @ 1pm – Claire and Lindsey, selling from 2.20pm – Megan, Rachel, selling raffle tickets – Natalie.**
 - Tuesday 12th Dec, KS1, refreshments at 2.30pm (after performance in NEW BUILDING). **Set up @ 1pm – Claire and Lindsey, selling from 2.30pm – Kirsty.**
 - Tues 12th Dec, KS1, refreshments at 5pm (before performance in BLUE CLASS). **Set up straight after school – Lindsey and Claire, selling at 4.45pm, Megan**
 - Thurs 14th Dec, KS2, refreshments at 5pm (before performance in BLUE CLASS). **Set up straight after school – Lindsey and Claire, selling at 4.45pm – Megan and Lindsey.**
- Raffle hampers – Honorata reports we have enough stuff already to fill 3 hampers, and there will hopefully be more. Tickets £1 each.
- Father Christmas:
 - Visiting during class time on Wed 20th Dec, £2 per child.
 - FC booked, DBS checked etc. **Action: Claire to purchase thank you present.**
 - Claire and Christine happy to be elves.
 - Jen has purchased books. Need wrapping paper. Lindsey has some surplus, Claire will ask at work and will ask manager at Coop (Keeleigh?). Will purchase more if necessary. **Action: Lisa, Jen, Claire and Tracy to help wrap books, Claire to ask re wrapping paper.**
 - Flyer needs to go out by end of this week. **Action: Megan to design flyer, Jen to purchase coloured paper, Sherrin to print first and only + pre-school on Weds AM.**
 - Megan will collate bookings on Fri 15th. **Action: List to Jen so she can wrap accordingly, list to Claire so she can discuss running order of day with school on Mon/Tues.**
 - Grotto decoration, Tuesday 19th @ 5pm, **Jen, Megan and possibly Natalie.**
- Christmas jumpers – usually worn on Christmas dinner day, no charge, just for fun!
- Christmas crackers – being ordered by school and they will invoice.

CPTA shed:

- Currently no access to shed due to rusty padlock. **Action: Claire to break lock!**
- Christmas decorations, raffle tickets etc all inside shed.
- Question mark over whether shed still has leak. Steve Murphy happy to give labour for free if materials are provided.

School uniform second-hand sale:

- Has been raised by a few people – all in favour.



- Helen Olsson and Tracy Hookway are willing to coordinate in the New Year.
- Lisa has seen that at Bow, they have a clothes rail in reception that parents can buy from all year round. Good idea.
- **Action – Tracy and Helen to start a plan and come back to January meeting to request any help needed.**

Plaques in reception:

- Question re when these come up for renewal. Clarified that they run Sept-Sept. Still some empty spaces, which Emily is trying hard to fill, is putting a special offer on for Jan-Sept spaces.

Pre-school/Reception class fencing:

- It was suggested that as we are now not doing this until better weather next year, we take the time to see if we could get some additional donations of paint in brighter colours. **Action: Megan to speak to pre-school/Reception/Angela in NY and draft a letter.**

Group messaging:

- It is suggested/requested that we refrain from group messaging outside of CPTA meetings. This is so that we can ensure CPTA conversations are as inclusive and transparent as possible.
- There will of course be times when individuals need to communicate about actions they agreed to.
- There will be times the Chair, Treasurer and Secretary will need to communicate outside of CPTA meetings in order to make time-bound decisions (e.g. the Elf Christmas tree). These will always be communicated at the next CPTA meeting.

AOB:

- None.

Next meeting:

Wednesday 17th January, straight after school, in the pre-school building.

Amendments/questions - megancnaylor@gmail.com