



Minutes

Tuesday 7th November 2017

Present (apologies for any errors):

Helen Olson, Tracy Hookway, Angela U, Lisa Camp, Claire Glover, Emily M, Steph Saunders, Honorata, Mr Hagan, Lindsey Carpenter, Jen Palfrey, Nikita, John

Apologies:

Megan N, Emma H, Emily A

Outstanding actions:

- None.

Treasurer's report:

- £537.60 raised by a combination of Christmas cards, Bags2School and a donation from the church café.
- Orange class trip – to be left and given money for another/something else.
- Teacher's wish-list e.g. Rainbow outdoor area
- Christmas dinner donation for crackers, CPTA will fund. **Action:** Angela to find out how these were bought in previous years and let Claire/Jen know.

Disco:

- Thursday, 30th November
- Magic Martin – magic show, balloons and disco.
- 4.30-5.00 pre-school/KS1 magic, 5.00-6.00 all school disco, 6.00-6.30 KS2 magic
- £2.50 per child in advance, £3 on the door – no sibling discount.
- Can bring older siblings earlier – quiet activities in Blue class
- Unaccompanied KS2 children need to supply contact details of parent/adult.
- Megan has created flyer. **Action:** Megan to print on Weds 15th, for flyers to be in book bags by end of week.
- Tickets, **Action:** Helen O to collect forms/money on Mon 27th and do name lists.
- Food 5-6pm. Use slow cookers in staff kitchen?
- Ask for cake donations to sell. Cakes to be dropped to school at pickup on 30th.
Action: Megan to put request on ParentMail.
- Honorata will donate temporary tattoos.
- Tuck **Action:** Steph/Claire to do Macro shop as nothing left from the summer.
- Glo sticks, **Action:** Jen to order online
- Helpers on the night:
 - Door Emily A
 - KS2 activities Claire G

- Drinks Angela U, Lisa C
- Tuck Honorata
- Hot dogs (£1) Jen/Fiona
- Temp tattoos Dan G/Monty
- Floaters Megan, Sherrin
- **Action:** Megan to put request on ParentMail for anybody who would like to give us 30min.

Christmas Fayre:

- Thursday 14th before KS2 carols
- Hamper raffle – request donation per family.
- Father Christmas – Claire has approached parent from last year, who is happy to help again.
- Food – need to decide details.
- Children’s craft items on sale.
- Piglets tombola
- Possible letter to Tesco/Coop/Morrisons/Nisa/Plant Shed to request raffle prizes.
- Father Christmas during school time instead. Weds 20th, starting first thing. Claire & Christine happy to elf. Jen has ordered books.
- Refreshments on sale before/after Christmas performances:
 - Foundation 2.45pm
 - KS1 5pm, refreshments and tickets in purple
 - KS1 2pm, refreshments afterwards in new building
 - KS2 5pm, refreshments and tickets
- **Action:** All of the above to be finalised and responsibilities decided.

Discussion/AOB:

- If parents offer to help, we must make use of them (e.g. 30min on a tuck shop), so that people feel involved.
- CPTA trustees are now Jen Palfrey, Claire Glover and Megan Naylor.

Next meeting:

Monday 4th December, 7pm in the preschool building – all welcome!

- Focus of next meeting will be finalising Christmas and general discussion.

Amendments/questions - megancnaylor@gmail.com