



Friends of St. Mary's PTA

Meeting Minutes

Friday, 18th October 2019

Attendance

Rebecca Farrell & Helen Wallace (Co-Chair), Valerie Adamson (Governor), Sarah Hubbard (Whales), Sarah Selwood & Anglie Elrick (Starfish), Rebecca Mason & Fiona Claridge (Turtles), Marie Dain (Seahorses), Nicki Giltrow (3O), Charmaine Johnson (3W) Laura Usher (3W), Louise Wanstall (3R & 5G) Siobham Kember (3L), Lucy Fullwood (4H), Claire Jagers (4T & Dolphins), Mary Brophy (4M & 6W), Elke Starr (4L), Joanne Menichinelli & Paula Wheatley (5C), Hazel Graham (5S), Emma Lally (5G), Cath Taylor (5C), Marcus Edwards (6W), Nikki Tagg & Caroline Robertson (6MG),

Minutes

Discussion	Actions
<p>Matters Arising:</p> <ol style="list-style-type: none"> 1. Rebecca and Helen welcomed all Class Reps to the meeting and expressed how delighted they are to see such a brilliant number of attendees. Rebecca thanked all Reps for coming 2. Rosie Sleeman was proposed as PTA Secretary and voted in by Nikki Tagg and Caroline Robertson. In her absence, we welcomed her to the team. <p>Agenda Points:</p> <ol style="list-style-type: none"> 1. Bingo Night was discussed. The event went down very well, and everyone seemed to enjoy the mixer. There was a great atmosphere in the Infant Hall and Bingo Bob was brilliant. It was noted that Bingo Bob would be worth using again. 2. Rag collection was discussed, and Rebecca and Helen thanked Caroline Robertson who has done a huge amount of work on this already and reported to the team that the date has been confirmed as Thursday November 14th. Any unwanted clothes etc. are to be brought to school for donation. Donation buckets will be on display also to fundraise even more (eco council to decorate buckets prior to 14th November). Advertising via Facebook and the School email has begun ad collection bags and more information will go out during the week of 21st October. Eco council are helping, and a team of volunteers have come forward 	<p>Eco Council to decorate buckets prior to 14th November</p> <p>Email to be sent to parents w/ 21st October with further information</p>

to help also. Further requests will be sent nearer the date.

Volunteers are needed from 8:30am and 1pm on the day:

- Infant Site: Clare Jagers - AM
Angie Elrick - PM
- Junior Site: Mary Brophy - AM
Caroline Robertson - AM
Emma Lally - AM
Rebecca Farrell - PM

3. **The School Discos** were discussed, and it was agreed that three Discos in one day may be tough(!) however, with spare calendar dates so hard to find and the desire to make sure that both Infants and Juniors get the chance, three events in one day seemed the only option. Rebecca and Helen thanked Clare Lett who has designed a poster to advertise the Discos and agreed on a few minor adjustments.

The DJs have been booked. Logistics were discussed and the need for teams to help with set up, supervising the disco, and supervising the quiet room, and finally clear up. First aiders are required for all three discos. It was noted that the Infant Disco is not a drop off event, however, the Juniors is a drop off event and a strict sign in and out check is to be done to ensure safeguarding at pickup. It was mentioned that last year, all children left through the music room and were ticked off the list when a responsible adult arrived. The following volunteered for the event:

- Infant: Angie Elrick
Fiona Claridge
- Junior: Nicki Giltrow } Year 3 / 4
Siobham Kember
- Junior: Nikki Tagg } Year 5 / 6
Marcus Edwards TBC

4. **Take the Mic:** Elke confirmed the date has been booked for 28th March 2020 and will be held at The Crown, Old Oxted, with use of the marquee in the garden. Marcus Edwards will be helping.

A theme is required. A Bond theme was put forward to be discussed again at a later date. Rebecca and Helen thanked Elke and Marcus for taking this event on and for their work so far.

5. **Quiz Night(s).** Due to the popularity of these events, it has been decided to hold two quizzes this academic year. Two teams have already been approached and volunteered to run this.

Rebecca and Helen thanked Emma Church, Charmaine Johnson and Laura Usher as one team and Laura Shackleton and Andrea Maynard who have stepped forward again to run the other. It was confirmed the events will run in 2020.

6. **Christmas Fayre:** Rebecca and Helen thanked everyone for volunteering classes to the many

Confirm teams for:

- **Set up**
- **Supervision**
- **Quiet room**
- **Clear up**

Confirm First Aiders for three events

Confirm sign in and out check for Junior Disco

Decide theme for the 'Take the Mic' event

Two dates to be confirmed at a later date

BBQ needs to be confirmed - Rota or

<p>activities that the School will have on offer. Delighted to say that all stalls have been taken, apart from the BBQ. Helen and Rebecca will approach one possible contact but if this is unsuccessful, it was decided to run the BBQ the same as the May Fair & Festival in the Field (i.e. supply all items required and have separate rota not linked to a class).</p> <p>Hampers to be discussed – the space they take up in the Hall makes it hard to display them alongside the café and the stage. It was suggested to think about reducing the number of hampers but then the cost impact could be great as most hampers go for significantly more than you would earn on a stall. The following thoughts were discussed:</p> <ul style="list-style-type: none"> - Class stalls with hampers - Separate room for hampers only - Photographs of hampers in Hall <p>Suggestion to have T-shirts made up for the Christmas Fayre ‘team t-shirts’</p> <p>7. Grotto: A team was confirmed and put together and it was suggested that the team meet separately to discuss logistics and what the PTA have in stock for the display. Need to discuss how to run the grotto and the ticketing system; which room to use insuring that it incorporates no step access which is required. Discussion took place about more children per Santa visit (rather than one family at a time). Perhaps 10-15 children go in and Santa has various stories and poems to read rather than entering a discussion with the children which can take a long time. A quiet games room was discussed and taken on board. Hampers all allocated (apart from 6H).</p> <p>AOB:</p> <ol style="list-style-type: none"> 1. Seeds for the wild garden (beside MUGA) have arrived and have been delivered to the School 2. The May Fayre date is set for 16th May 2020 3. We now have Reps for Angelfish; Rebecca and Helen welcomed Jen Sahdrach and Jo McSweeney 	<p>one-person manning?</p> <p>Rebecca to look into Photobooth options</p> <p>Hampers and logistics to be confirmed by Rebecca and Helen</p> <p>Feedback on Christmas Fayre t-shirts by next meeting</p> <p>Grotto plan and logistics to be confirmed</p>
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Next Meeting: TBC