

## Minutes for PA meeting 9<sup>th</sup> November

### Attendance

Karen O'Neil, Georgie Burgess, Audrey Manzi, Claire Hillier, Ms Keany, Lorraine Carthew, Kerry Kelly, Catherine Milnes (mins), Julia Viner, Debbie Dickenson, Vanessa McQuillan, Linda Gemmell, Sarah Pacitti, Catherine McCormick, Tanya Bruno, Caroline Close, Aimee Day, Kathryn Bray, Freddie Driessen, Koren Forbes, Denise Scannella

### Apologies

Debbie O'Brien, Tina O'Kelly, Karen Tack, Natalie Crabb, Jane Callari, Jenny Federico, Cath Usher

### Actions from the last PA meeting – 12<sup>th</sup> September

Thanks to Julie Sinclair for producing the minutes.

### 2011 Christmas cards

Vanessa reported that similar numbers of orders had been received this year as last year, despite the greater lead time. All orders have been processed and delivery is on track for 22<sup>nd</sup> November.

### Class Reps

List to be updated on school website. **Action: C Milnes**

### Pamper Night

Sarah reported that the fish tank is not possible owing to potential health risks. A few offers have been received and/or passed onto Karen.

### Year 4: Summer Party – the Olympics.

**Action carried fwd:** Kerry to investigate the possibility of having pony rides with years 5 & 6 to do dressage.

### PA dates for the diary:

Events currently planned for 2011-2012:

12 September 2011	PA Meeting 8pm
15 October 2011	Quiz Night 7.30pm
01 November 2011	PA Meeting 8pm
03 December 2011	Christmas Fair 12-3pm
09 December 2011	Christmas Party
18 January 2012	PA Meeting 2pm
02 March 2012	Pamper Night 7.30pm
10 February 2012	Valentine Disco
26 March 2012	PA Meeting 8pm
09 May 2012	PA Meeting 8pm
11 May 2012	Circus
12 June 2012	PA Meeting 8pm

## **Christmas Fair**

**Staff:** bottle tombola

**Reception:** Games. Some new games may be needed and a bigger room was requested.

**Year 1:** Entrance. Clarification was sought on amounts. A rota for helpers, coupons and volunteers are in hand.

**Year 2: Cakes.** All in hand.

**Year 3: Secret Present Room.** All in hand.

**Year 4: Santa's grotto.** Organisation was discussed and it was agreed that an adult needs to oversee the grotto at all times to manage numbers, two Year 6 helpers were suggested, too. Ticket sales will be spread to ease bottle-necks throughout the Fair. Miss Ward can probably provide material for decoration. Lights need to be sourced too.

**Year 5: Crafts.** Stock arranged. All in hand.

**Year 6: Face painting and hairbraiding.** Kelly to organise request to go out with ParentMail for more facepainters and braiders.

**Year 5 + 6: Christmas raffle.** Sarah circulated the list of prizes and it was suggested that some of these are displayed at the Entrance, to boost ticket sales.

**Chocolate stand:** Catherine McCormick had been overwhelmed by the generosity of the donations following 'chocolate for shoes' day at school. Two tables will be needed.

**Sweets stand:** To be managed by Mandy and Lizzy.

**Hot Dogs:** This will be run by Aimee Day and served from the area at the back with the Café.

**Pocket Money stall – Action Karen Tack to be contacted on progress.**

**Action:** one more volunteer needed to run stall for scooter gloves and 'organised mum' products.

**Fair programme;** Koren and Karen to produce Fair programme. Georgie will organise printing. The meeting discussed the including mentions for the various donators, this was suggested as being something better done after the Fair.

## **Christmas Night Out Parents**

Debbie D reported that the venue will be The Noble Vine at 8pm, on 9<sup>th</sup> December. She, with Natalie and Tina will be meeting the manager on the following Monday to discuss what can be offered. A poster and tickets will be produced with Koren's help.

Aimee also suggested The Bear as a venue as it has a separate 'party' area. To be considered.

## **Valentine's Disco**

Catherine confirmed that it will be run with 3 sessions, date 10<sup>th</sup> February. She asked Audrey for a cheque to send and book the DJ, so that it is finalised now.

**Action to be carried forward;** alternative Year group to be sought to manage organisation after 2012.

### **100 Club**

Audrey drew numbers for July, August and September. Winners to be contacted.

45 - AD Haswell

88 - R Duddy

75 - AT Horsey

85 - A Close

2 - De Singleton

18 - K Waller

49 - K Cawley

51 - HL & JT Regan

83 - D Lecky

### **Ms Keany update**

Ms Keany thanked the PA again for its donation which has allowed the significant purchase of new books.

Two authors have been booked for March to come in to the school. A fun activity has also been booked for the school in December.

### ***Any other business***

#### **School Governors**

Carole Ann Roycroft, chair of the Governors, popped in before the meeting to introduce herself and express her wish that the Governors and PA keep in contact.

#### **Karen O'Neil to stand down**

Karen announced that she will be standing down as joint Chair, whilst still helping as Class Rep. The meeting thanked her for her tremendous support .

#### **Maths sacks**

Catherine has met and handed over responsibility for the Year 1 & 2 Maths Sacks to Tina O'Kelly and Natalie Crabb and via the Year 2 class reps.

Initial demand from Year 2 parents has been low, however the new Maths website programme was thought to be a potential factor.

#### **Charity**

Georgie reported on the good progress that has been made in establishing the PA as a charity. Sarah and Vanessa are drafting the various documents that will be needed. **Action: update at next meeting.**

#### **School Link**

Sarah offered to take on the School Link (books) fundraising and will speak to Bernie to clarify the system for ordering and whether it can be managed online.

**NEXT MEETING – 18<sup>th</sup> January 2012 at 2pm**