

St Gregory's Catholic Primary School

Parent Teachers Association

Meeting Minutes – 21/11/2017



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PTA Contact Details: emilydearden@gmail.com

Committee and Attendees

Co-Chairs: Chantain Thomas / Enggy Millan /
Gemma Outten / Monica Bryce

Secretary: Emily O'Meara

Class Rep Co-ordinators: Caroline
Devlin /

Treasurer: Tracy Holland /
Aoife Fryatt

Raffle Team: Lisa Lyons /
Anna Sobania

Sponsorship Co-ordinator:
TBC

Buyers: TBC

Art Supervisor:
Melanie Starkey

Attendees:

Anita Thomas; Anna Daszynska, Anna Sobania; Annette Tooma; Aoife Fryatt; Barbara Ryan; Carmelina Kulasingam; Caroline Devlin; Chantain Thomas; Emily O'Meara; Gemma Outten; Laura Cassidy; Lisa Zago; Magdalena Szklarczyk; Margaret Kolanowska; Marta Siekierka Monica Bryce; Natalie McKenna; Nickie Young; Sarah Thompson Oakley; Tracy Holland;

Agenda

1. Welcome & Opening Prayer
2. Apologies
3. Finance Update
4. Karaoke Evening
5. Fundraising Activities – Avivia / EasyFundraising / Co-op Funding
6. 2018 School Calendar
7. Forthcoming Events
 - Decorate the Hall – Friday 24th November
 - Jolly Jar Day – Wednesday 29th November
 - Bottle Day – Thursday 30th November
 - Christmas Bazaar Saturday 2nd December
 - Christmas Lunch – Tuesday 12th December
8. Spending Requests
9. AOB

Discussions / Decisions

No.	Description
1.	<u>Welcome & Opening Prayer</u> The Co-Chairs welcomed everyone and opened the meeting with a prayer.
2.	<u>Apologies</u> Amanda Robertson; Amanda Martina; Anna Jeremicz-Glover; Catherine Nikolachkova; Claire Taylor; Debbi Jackson; Debbie Montefort; Dorota Wojcik; Enggy Millan; Jane Foy; Jess Borthwick; Jessica Hynes; Julia Dobbin; Justine Sullivan; Maxina Studnik; Melanie Starkey; Michelle Malone; Roberta Boodoosingh; Una Whybrew.
3.	<u>Finance Update</u> 29k in the bank. just over £1,500 raised from the Ealing Half Marathon £750 from Orchards Estate Agents for sponsoring the Bonanza (still to be invoiced) £456 raised from the cake sale (held on Friday 10 th November) £100 compensation from HSBC £1,800 committed for Christmas parties and gifts £1,300 raised from the Karaoke evening (but this doesn't include costs) around £900 raised.

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	Reading books, Christmas activities, netball expenditure needs to be clarified. Mrs Kolanowska and Treasurers to meet to discuss and clarify. We currently have around £15k to spend.
4.	<p><u>Karaoke Evening</u> It was a great event and something we can host again next year. The PTA bought a Karaoke computer programme, which also could be used for a children's event.</p>
5.	<p><u>Fundraising Initiatives – Aviva / EasyFundraising / Co-op Funding</u> The PTA has applied for funding through AVIVA. The bid is to purchase resources for our SENCO staff to use and today (Tuesday 21 November) was the last day for votes. We will find out if we've been successful on 28th November. 1,276 votes were collected for our bid.</p> <p>It was noted that we need to spend the £1,500 Co-op money that we received. This will be put towards the Orchard Reception area.</p> <p>EasyFundraising has also been promoted.</p>
6.	<p><u>School Calendar</u> Emily O'Meara reported that calendar pre-order forms (at a discounted rate) have been circulated to all parents. A text to be circulated by the office to clarify that the end date of the discounted rate is Wednesday 29th November. Parents can pick up the calendars and they will be sold in the playground after school on Friday. Helpers needed to help sell the calendars.</p>
7.	<p><u>Forthcoming Events</u></p> <p>Christmas Bonanza This year's Christmas Bonanza will take place on Saturday 2nd December 1pm – 4pm.</p> <p>Soft Toys Mrs Kolanowska to discuss with Courtney (in Keith's absence) the missing shelving (so that parent's can leave soft toy donations). A parent asked whether they could drop off toys by car. This can only be done when the driveway is not in use by parents and pupils, possibly earlier in the morning. Mrs Kolanowska advised to contact the office to confirm a time that was suitable. Toys, books and DVDs (no 15s & 18s) can be donated and will be separated into different stalls prior to the Bonanza. 1LE & 1EE Parents to sort out toy donations on Thursday 30th November.</p> <p>Decorating the Hall PLEASE NOTE CHANGE OF DATE. Decorating the school hall will now take place in the afternoon on Wednesday 29th November. Helpers needed.</p> <p>Bottle / Gift Day PLEASE NOTE CHANGE OF DATE. Bottle / Gift Day to provide items for the tombola will take place in the morning on Thursday 30th November. KS2 children to bring in bottles. KS1 children to bring in small gifts (toiletries etc). Emily O'Meara to prepare note on Bottle / Gift Day for the office to send to parents. Children will be allowed to wear home clothes and will receive a stamp. Helpers required in the morning. Those that can help to contact Gemma / Monica.</p> <p>Jolly Jar The children are to bring in Jolly Jars in the morning of Wednesday 29th November. 8am – Boxes and crates to be ready at two gates (main and Westmoreland as the bottom gate is currently closed). 8.15am – All helpers to be ready at the gates. At each gate – 8 helpers required to collect Jars. 2 people to move full crates to the shed. Each child donating an item will receive a unique raffle ticket. It was noted that it will be the last year for the ladies that initiated the Jolly Jar fundraising idea. Helpers required to help in the morning. Those than can help to contact Laura Cassidy.</p> <p>Emily O'Meara to contact the office to send out the confirmed dates for Bottle / Gift Day and Jolly Jar Day.</p> <p>Bonanza No un-accompanied children will be allowed to enter the Bonanza especially year 6 (this has been different in the past). Mr Ross will not run the games room this year. Irish coffee stall will be requiring whipped, squirty cream canisters. Claire Taylor to be contacted re using a portable cooker for the mulled wine. It was suggested that the mulled wine could be stored in the drinks canisters.</p>

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	<p>Stall issues from reps RW – Still more volunteers required. 5MP – Tracy to let Debbie know that 2 people are fine for each shift on raffle stall. It was noted that it is ideal to have 4 people for each rota shift (especially when busy / on busy stalls) but if they are not filled, 2 people will suffice or other parents can be moved onto the stall where appropriate.</p> <p>Raffle Lots of lovely prizes have been donated for the raffle. Mrs Kolanowska will need to leave the Bonanza by 3pm so it was suggested that the Grotto to close at 3.45 so that Santa can draw the raffle. However following on from the meeting, this might not be possible as the Grotto is one of the most popular stalls. Person to draw the raffle to be confirmed. A poster displaying all prizes to be produced. List to be sent to Mrs Kolanowska to promote in the school assembly to encourage children to sell tickets for the incentive.</p> <p>Cake Stall Need to check sell by dates on all products. Communication to parents required clarifying donating toys, cakes, and international food.</p> <p>Set up for Bonanza Set up for the Bonanza to take place on Friday 1st December from 2.30pm until around 6/7pm. Helpers required. Set-up KS2 Downstairs: Grotto to be set up in Intervention Room, Room across: Arts and crafts, Face painting and Room on right will be used for the cinema (film suggestions include Paddington and Polar Express). KS2 Upstairs: Secret present room in the Intervention Room, Just Dance Room (Miss Powell to organise). Co-Chairs to confirm all rooms being used to Mrs Kolanowska.</p> <p>Poster Competition The poster is up on the bus shelter adshell on Pitshanger Lane. The winning poster was created by Nicola Zawisza (5MP). A second prize and a joint third prize were also awarded. All entries will be mounted and placed in the hall for the Bonanza.</p> <p>Other Christmas Activities Christmas Lunch to take place on Tuesday 12th December. 10 helpers required from 11pm – 1pm.</p> <p>Christmas Party The children's Christmas Party will take place on Friday 15th December.</p>
8	<p><u>Spending Requests</u> Mrs Kolanowska to meet with Maureen and Co-Treasurers to confirm spending requests and payments. Mrs Kolanowska said that Miss Powell would like some science resources, which may also include ICT hardware for pupils. Mrs Kolanowska to clarify the Harper Collins payment. It was clarified that £1,000 per year group will be spent on reading books for the class. However year 2 do not require any funds and Year 1 only require £350. Rob from the Cycling Club to submit costs for PTA co-funding.</p>

AOB

No.	Description
1.	Next meeting will take place 8pm, Thursday 14th December in the Benet Bar (Christmas drinks!)
2.	A parent from 1OL would like to donate the tree.
3.	Children's nativity will be filmed by the PTA. Details to follow.

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