**Meeting Details**

Title: September Year Opening

Date: 20/09/17

Time: 6:30pm

Main Purpose: Get the ball rolling on the new school year

Location: Simms Road Pub

Attendees

Apologies

Absentees

**Agenda (Summary)**

* Apologies
* Minutes of previous meeting
* Delegated Powers of Committee
* New Treasurer
* October Disco
* Stock Take
* Agree Calendar of Events Dates
* Christmas Event Sub Committee
* Christmas Event Discussion
* Pamper Night Discussion
* Pamper Night Sub Committee
* Classlist Discussion
* Any Other Business?
* Agree Next Meeting

**Agenda (Full)**

Main Topic: Minutes of previous meeting

Minutes:

Main Topic: Delegated Powers of Committee

Minutes:

Main Topic: New Treasurer

Minutes:

Nominees:

?

Nominated By:

Seconded By:

Votes:

?

Nominated By:

Seconded By:

Votes:

?

Nominated By:

Seconded By:

Votes:

Main Topic: October Disco

Minutes:

Beforehand

Buying the disco prizes - Rachel Owen

Buying the Hotdogs, serviettes, drinks cartons, tomato sauce, mustard - Rachel Owen

Buying the tea, coffee, sugar - Kerry (already have these from the New Reception meeting, that weren't needed)

Buying the coffee cups and biscuits - Rachel Owen

Buying the milk and hotdog buns - Kerry

Buying the toys to sell (flashing rings, anything else??) - Rachel Owen

Buying the tuck shop items (sweets, cans, sweet bags) - Rachel Owen

Buying tuck shop crisps - ??

Notification in Newsletter - Kerry

Flyer in Childrens Bags - Kerry/Rachel Keating

Printing Disco Tickets - Kerry

Printing Hotdog Tickets - Kerry

Selling Tickets/Collecting Money - Donna

Put Floats Together (Tickets on the Door, Tuck, Toys, Parent Refreshments) - Donna

At the Disco

Ticket Collection/Checking on Door x2 - Natalie & Lisa

Hotdog & Drink Preparation and Serving (Children get a hotdog ticket as they arrive) - Kerry

Parent Tea/Coffee & Biscuits Preparation and Serving (Suggested we charge £1 for drink and biscuit) - Kerry

Setting up and selling the toys - Clare & Rachel Keating

Setting up and selling the tuck shop - Katie & Rachel Owen

Count up floats and bank money - Rachel Owen

Cleanup - Everyone who has volunteered

Main Topic: Stock Take

Minutes:

From: Racheljohno@blueyonder.co.uk <racheljohno@blueyonder.co.uk>

Sent: 15 September 2017 18:29

To: PTA Our lady's

Cc: Rachel Keating; Clare Dawson; Donna Kenna; Emma Sergison; Katie Gillard; Kerry Williams; Lisa Wrigley; Susan Clarke; Charlene Frodsham; Claire Parker; Kelly Davock; Natalie Kilgannon; Nicola Morton; Teri Blinston; Enquiries@admin.ashtonourladys.wigan.sch.uk ED302

Subject: Re: PTA October Disco Letter

Hi all - I checked the stock cupboard this morning and made a list of what we need for the disco. I've ordered 48 flashing Halloween rings off Amazon, so we should make nearly 50 pound profit from those, if all of them sell. If not we could sell them in school, as novelty rings maybe.

I will go to Booker and Quality Save on my day off next week, or the week after.

Could anybody get a box of 40 walkers crisps on their travels? Usually 4 pound. That would save me looking round.

Thanks, Rachel O xx

Main Topic: Agree Calendar of Events Dates

Minutes:

October Disco - 6th October 2017

Christmas Event

Spring Disco

Mothers Day Shop

Easter Bingo

Fathers Day Shop

Attendance at New Starters

Summer Disco

Sports Day Refreshments

Uniform Collection & Resale

Hot Dog Fridays

Summer Fayre

Pamper Night

Clothes Sale (Fashion Show)

Race Night

Christmas Fayre

Halloween Disco

Main Topic: Christmas Event

Sub Topics:

Sub Committee

Initial Discussion

Minutes:

Main Topic: Pamper Night

Sub Topics:

Sub Committee

Initial Discussion

Minutes:

Main Topic: Classlist Discussion

Sub Topics

Do we like the idea?

Class Reps/PTA Members/Ambassadors

Class Teachers Sign Up

When to roll out to all parents?

Paypal Payments

Minutes:

Main Topic: Agree Next Meeting

Minutes:

**Further Minutes**

**Actions**

Action: Letter to parents detailing what the PTA has done for the school/pupils

People Responsible: Rachel Keating

Due Date: 05/09/17

Date Completed:

Action: Stock Take of Storage Cupboard

People Responsible: Rachel Owen

Due Date: 05/09/17

Date Completed: 15/09/17

Action: Ask Father John for September Disco dates (28th or 29th September)

People Responsible: ~~Susan Clarke~~ Rachel Owen

Due Date: asap

Date Completed: 06/09/17

Action: Arrange Fun Phil for September Disco dates (28th or 29th September)

People Responsible: Rachel Owen

Due Date: asap

Date Completed: 06/09/17

Action: Have new COOL PTA header/logo designed and distributed for use

People Responsible: Kerry Williams

Due Date: asap

Date Completed:

Action: Find and supply to Kerry Williams any documents or templates related to COOL PTA

People Responsible: Rachel Keating & Melanie Armstrong

Due Date: 05/09/17 Date Completed: 11/09/17