**HDPS PTA Committee Meeting Minutes**

**Thursday 14th November 09.00am**

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| **In attendance** |
| **Shani Ellis (Chair), Paula Lansley, Karen Britton, Seyan Duman, Amanda Pawson, Karen Barlow, Jeni Kench, Katy Dudley, Rachel Bowley (minutes)** |

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| **Apologies** |
| **Anna Jago, Rachel Harris, Clair Brown, Kelly Malynn** |

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| **Approval of minutes** |
| **The minutes were approved from the previous meeting 17/10/2019** |

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| **Recent & Future Events** | **Discussion** | **Actions** |
| **Fireworks – 9th November**  **(Paula)** | **The event was a great success!**  **Having a 2 week half term just prior to the event made ticket sales and engagement with volunteers more challenging**  **Need to ensure provision for vegetarian/vegan cooking on the BBQ at future events (received feedback from a parent)**  **Less food and drink sales on the night due to poor weather conditions**  **Unfortunately no match funding or sponsorship**  **Final figure TBC** | **Final figures** |
| **Discovery Disco – 22nd November**  **(Rachel B/Katy)** | **Discussed payment for Zebadee’s**  **Shani organising prizes for raffle – names in a hat**  **Ticket sales going well and good number of volunteers**  **Contact details for class reps in all years to be shared to PTA members**  **There will be a ‘quiet area’**  **Email list of expected volunteers to office**  **Since PTA meeting the disco has been postponed due to high levels of sickness – new date 13th December. Tickets will be honoured. Refunds can be obtained by emailing Karen Barlow** | **Karen Barlow to leave £150 cash in office safe**  **Shani to get prizes; Rachel B to print names**  **Jeni/Seyhan**  **Rachel B to do** |
| **Explorers Movie Night – 29th November**  **(Shani)** | **Potential films discussed**  **ParentMail to go out advertising the event**  **Volunteers from PTA – TBC Volunteers from teaching team** | **Shani to choose**  **Shani**  **Shani to ask** |
| **Sainsbury’s Bag Packing – 1st December**  **(Karen Britton)** | **Will run from 10am – 4pm**  **Aiming for 4 children per slot**  **Need buckets with school logo stuck to them (3 in total)**  **ParentMail to go out advertising this and asking for children to volunteer** | **Shani** |
| **Christmas Fun Day – 6th December**  **(Amanda)** | **Discovery in the morning:**   * **Story with Santa and gift giving, in gazebo in the hall (20 mins per class)** * **There was discussion about including a craft activity but it was felt that there wouldn’t be time for this as well** * **Gazebo to be assembled and decorated on Thursday 5th from 2pm** * **£3.50 per ticket** * **Amanda has purchased the gifts (books) and wrapping paper and will be asking for volunteers to wrap** * **Need new Santa beard/hat** * **Confirm if Duncan available**   **Explorers in the afternoon:**   * **Fun afternoon with stalls and games - £3.50** * **To request donations from Sainsbury’s**   **This will be an optional Christmas Jumper Day (given that Christmas jumper day will be on Wednesday 11th to coincide with Christmas dinner)**  **ParentMail to be sent out to advertise this event**  **Toy sale during the afternoon which could then be moved to Discovery playground during pick up** | **Jeni**  **Paula to ask Sainsbury’s**  **Shani** |
| **Jingle Bell Ball – 6th December**  **(Shani)** | **Tickets will be £5**  **ParentMail to be sent out to advertise this event** | **Shani** |
| **Christmas Raffle** | **It has been decided to postpone this until the new year as there is already so much going on.** |  |
| **Christmas Service @ St Francis**  **(Jeni)** | **Jeni happy to coordinate refreshments again**  **Request for people to bring their own mugs (due to its success at Harvest Festival)** |  |
| **Cake Sales**  **(Rachel H)** | **Mars last Friday – raised £113.05**  **Next one is Neptune on Friday 22nd November**  **As there are no class reps for Moon, Oberon and Prospero it was felt they could combine with another class**  **Distribute letters in book bags for these classes to ensure parents receive the information about their cake sales** | **Rachel H** |

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| **Eco Matters** |
| **Fencing for Eco garden**  **Textile Recycling – to hold this first week in February**  **Possible permanent container to be sited on Glebe property to be discussed with Head Teacher of Glebe School** |

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| **Funding Requests** |
| **Explorers playground Eco Garden – more info needed from Mrs Bhatia Concas**  **Still outstanding:**   * **Football kits – Jeni to approach Mr Robinson (?)** * **Books** |

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| **Any other business** |
| **Shed in Discovery – will become PTA storage for Christmas stuff**  **Candy Floss machine to be up for sale, photos to be taken**  **PTA Christmas night out – Paula to send Doodle Poll for dates**  **Christmas Bauble in shed from last year, count to be done after meeting and decision on how to distribute to children** |