



WOODSTOCK CE PRIMARY SCHOOL PTA MEETING

Wednesday 13 November 2019, 5.30-7.00 pm

MINUTES

Attendees: Eli Markovska, Shona Blake, Lak Siriwardene, Lucy Boon, Rhonda Hague, Natasha Rowe, Lizzie Collett, Rashida Arif-Vardy, Lisa Rowe

1.Introductions from the new committee members. Lizzie confirmed she would be staying on as second signatory for banking purposes

2.Christmas Market

Lizzie provided an update on stall bookings (sufficient for event to go ahead), her feedback on 2018 event-in particular the bar, and advice for 2019 event

Lizzie has lead on the 2019 event with Eli supporting (in addition to other PTA members already onboard), and will hand over to Eli going forward (as per her email)

Main discussion points:

Will run a bar again (licence has been applied for/need to buy stock)

Refreshments will be mince pies

Rhonda spoke of the need to keep the two floats/takings relating to the bar and to food separate-need to think how the event layout can make this straightforward

Lizzie highlighted the need for close and timely communications when changes are introduced, as it's difficult to lead on an event when decisions being taken elsewhere e.g. renaming the event as Christmas Market means the leaflet artwork needs updating

Lizzie or Eli will check with Janine on when Bunkers Hill are bringing the Christmas tree

Lizzie organising Christmas lights & lanterns for external pathway

Point for 2020 event, Lisa suggested holding the event when the hall has been decorated for Christmas

Will run a raffle with prizes such as bottles of wine, hampers. Eli also suggested stall holders donate goods for prizes

Christmas Market event actions:

ACTION: Lizzie will report back if someone other than Becky needs to make the artwork amends (title, stall holders, time) via www.canva.com (Lak/Natasha happy to help)

Artwork for leaflet needed for Monday 18 for a full page spread in Woodstock Weekly

ACTION: Set up a satellite WhatsApp group for the Christmas Market to ensure closer communications

ACTION: Eli will send an email requesting volunteers (Lizzie advised sending it from PTA email account to volunteer mailing group)

ACTION: Designate a lead for raffle prize donations

(Lizzie left the meeting after this discussion)

3. DecemberFest

Janine Saxton taking lead on 2019 event

Shona has sent the letters requesting raffle prizes. Shona, Lak and Natasha will follow up businesses from Monday

Flowers Estate Agents have again donated the main prize. Have asked to be kept up to date-Lak will take that on

As well as a PTA member, Lisa Rowe will also be a signatory on the thank you letters to raffle donors

Decemberfest Actions:

ACTION: Committee to meet with Janine asap regarding what support she needs from them (Natasha happy to set up meeting)

4. Nativity plays catering

Lucy will be the lead for the four plays

In addition to the tea, coffee, seasonal fruit tea, suitable refreshments for children, we will serve mulled wine at the three 6.00pm plays (but not the 10.30am play)

Suggested selling price for a glass of mulled wine & mince pie £3 (all other prices already set)

Rhonda will ask Amanda for TEN licences

Richard Graham, SBM is the school liaison contact for set up

Need three volunteers per event (4 events in total) and ask that EYFS/KS1 parents volunteer at the plays their children are not in (so they can enjoy watching their kids!)

Lucy will approach baker volunteers

Lucy will speak to Ellie Green about including a promo in the Nursery newsletter and reaching nursery parents

Christmas Nativity actions:

ACTION: Lucy will arrange a volunteer call out, approach trusted bakers and engage nursery parents via newsletter

5. Other items/AOB

a) Lisa provided an update on spending PTA funds. Running track currently awaiting outcome from the planning permission process. Hopeful could be installed by Easter. Lisa following it up.

b) Christmas crackers for children's Christmas lunch

Chloe awaiting quote for sustainable crackers to present to Committee for go ahead

c) Dishwasher

No one present could recall the plan for the dishwasher. Eli will liaise with Chloe to check whether it's still a required purchase

d) PTA funds-what else to buy?

Will brainstorm ideas for what new resources or replacement items it would be good to buy (the extra, nice to have things)

Lisa favoured outdoor resources

e) Query had been received regarding increasing the range of library books representing ethnic minorities.

Rhonda will speak to Resh regarding titles library does hold

Shona recommended Snowflake Books as a good supplier

f) Garden volunteers/increasing volunteer base generally

Another query was raised regarding volunteering for garden groups. This is an initiative organised by Sian Wheatley but run via volunteers. Currently there are not enough volunteers to run the classes.

Sian has included a piece in this week's Woodstock Weekly and is the point of contact for willing volunteers

g) A wider point regarding wider engagement with parents and encouraging time to volunteer was held. Lak's idea is to use volunteer case studies and their experience and promote via PTA web pages and perhaps a unique platform (Classlist was suggested as a potential option) and really drive parent engagement.

ACTION: Lak & Lisa look at web pages and source case study content

h) Rhonda will investigate card machines that could be used at the bigger events to increase ways to pay

6. Head Teacher closing words

Lisa thanked new Committee

Suggested it would be good to run a new event near Easter 2020

Keep the comms coming for the newsletter

PTA rebranding & strapline needs a call out for help to design the look/feel

Next meeting: Early January, date to be confirmed