



WOODSTOCK PRIMARY SCHOOL PTA MEETING

Tuesday 28 January 2020

5.30-7.00pm

MINUTES

Attendees: Eli Markovska, Shona Blake, Lucy Boon, Lak Siriwardene, Rhonda Hague, Natasha Rowe, Lisa Rowe, Mark Mann (for Games show marathon discussion)

1. Review minutes and actions from the last meeting

Website update (see below)

Dishwasher for Years 3/4 kitchen in-hand via Chloe C

Rhonda still researching pay by card options

2. Key outcomes from Christmas events and finances

Christmas events all made a profit. However, the Christmas Market profit was not sufficient to warrant running the event again in 2020. Good profit made from running a bar at the evening Nativity plays.

3. PTA webpages update

Natasha has looked at current PTA web content, main areas for updating are:

a) Event information for 2020

b) How to be/Why be involved in the PTA including case studies from volunteers

c) Our fundraising achievements: what we have raised, plans for what to spend funds on, let us know your ideas

d) Committee area

Lak & Lucy are continuing to work on the new look for the PTA strapline

Action: Natasha to set a date with Lak on new written content, liaise with Rhonda on a fundraising update and contact volunteers about providing a case study of why they are involved in the PTA

4. Sign off procedure update

Not in a position to update so will carry this forward and communicate appropriately

5. New event: Games Show Marathon

Mark Mann kindly attended to talk about his idea for a Quiz Show Marathon. The Committee loved the idea and the new event will be held on Friday 13 March at the school, 7.30-9.30pm

Mark & his team of 4 will host the evening and run the quiz rounds, provide advertising content

School will provide school hall, set up stage, overhead projector, sound & PC, 2 microphones, little white boards & pens

PTA will do the advertising (newsletter, website, posters) sell tickets (via ParentMail) & stock & run the bar on the evening, obtain necessary alcohol licence

Audience: Aimed at parents, capacity is 60 (12 teams of 5 people.) Tickets cost £10 per person inc a free drink. Encouraged to bring small prizes (unwanted Christmas present type!)

Action: Mark & Lak (as event leads) to liaise with first 'Save the date' notification due in Monday 10 February newsletter
Mark will send suitable advertising artwork

Tickets to go on sale after Feb School Disco

6. Update on Feb end of term disco

Shona to lead on Feb disco, tickets on sale, issue wristbands via book bags, siblings free to attend unless they want a hotdog and then need a ticket, Shona ok to source food inc popcorn kernels & juice

Require 6 volunteers per session ideally: x1 door, x2 food, x2 bar, x1 popcorn/squash. Have 3 volunteers plus Committee people so far plus two teachers from each phase to oversee in the hall.

Hide original message

Action: Ensure we know how to use kitchen for cooking & serving hotdogs. Richard Graham can help, also PTA members have knowledge

7. Forthcoming events for 2020: dates, leads

In addition to the usual annual events (end of term discos, Summer BBQ, Camp Out, Decemberfest, Nativity plays), there will be new events in 2020. These include a Games Show Marathon in March and sponsored Firewalk in November.

Potentially we may also run a film or a comedy night and auction of promises evening-dates tbc

Dates and event leads appointed so far:

7 Feb disco: Shona

13 Mar Games Show Marathon: Lak

June (date tbc) Camp Out: Karen (tbc)

19 June Summer BBQ: full team effort

July End of school summer disco

Sept PTA AGM

Oct End of term disco

Nov Firewalk: Eli

Dec Decemberfest: Shona/full team effort

Dec Nativity plays: Lucy

8. AOB

Date for next second hand uniform sale. Need 2-4 volunteers

Action: Eli to check new date works for Donna Kennedy (subsequently set for 4 Feb)

Action: Natasha to write a piece for Parent Mail & 3 February newsletter

Natasha will check stock in PTA cupboard and shed ahead of the Feb disco so we know what additional items we may be short on eg popcorn bags, napkins

9. Next meeting date: Tuesday 22 April 2020