

ACS PTA Meeting – 11th December 2019

Attendees - Julia Milligan, Nadeene Stewart, Lizzi Hodgkinson, Mrs Stray, Miss Ellis, Angela Skinner, Claire Toms, Nicole Ho, Julie Fernandes-Tansley, Tina Batchelor

Apologies - Richard Brown, Karen Francis, Suzy Hope, Susie Williams, Irina Crick, Amy Leary, Annie Horne, Nicola Mongon, Amanda Currie, Ayanna Rezulska, Nami Nishino

Approval of last month's minutes – everyone was happy with last month's minutes

Draw for 200 Club

First prize = 58

Second prize = 9

Event Round Up:

Quiz Night – 8/11

- £763 profit; great success
- Sold out of booze so perhaps order more next time – beer was popular
- £118 spend on card machine
- Mike Davis (Bessy's Dad) is interested in being quiz master next year

Coffee Morning – 18/11

- 7 - 10 attendees. Enjoyable but still not very busy
- Perhaps only run one coffee morning per term next year?

Christmas Fair – 30/11

- Made a profit of £4,396.76 (including raffle and B&H sponsorship)!!
- £1,272 raffle; £546 bottle tombola; £262 entrance; £144 cakes
- Ordered 36 pointsettias but had lots left – next year perhaps order a token 10 to look pretty? Could sell wreaths instead?
- Had enough volunteers, but not until the last minute

Reception/Year 1 Film Night – 6/12

- Good turnout (85 children)
- £201 profit (at £2.50 per ticket)
- Couple of hiccups with faulty DVD and incorrect name on list, but a successful event

Upcoming events

Valentine's Bake Sale – 13/2

- Julia and Irina agreed to run

Comedy Night – 13/3

- Rob and Richard have started organising/booking compere etc

Spring Disco

- Need somebody to run

Coffee morning with nearly new sale

- Schedule for just before Easter

Years 2-6 Film Night

- Plan for before half term?

Odyssey takeover – 1 June

- Need to find a school to share with

Half marathon marshalling – 14 June

- Need to find somebody to take over the reigns when Suzy Hope leave

Summer event

- ACS Camp Out/Silent Disco

Summer Fair – probably 27 June

- Julia and Karen offered to lead this

Other ideas: Miss Ellis suggested a “wrap a present” room, either for Mother’s Day/Father’s Day, or possibly at a fair

Outdoor building update:

It needs a door, then it’s ready!

Xmas Cards:

- £1,151 in profit
- Super easy to organise; much easier for parents to order online
- Took quite a while to sort through the cards when received at school; perhaps get a couple more volunteers next time

Gift for Mrs Brown:

Agreed to give a gift from the PTA to thank Mrs Brown for all her help to the PTA over the years. Nadeene has organised a collection from the parents too – agreed for this to be presented during school assembly.

First aid:

Lizzi fed back on her findings re insurance requirements. Lizzi spoke to Zurich and they confirmed that a “trained” first aider must be in attendance at events – doesn’t need to be paediatric specific, just general first aid. There is no requirement to have a certain number of first aiders per certain number of attendees – so one first aider is sufficient for insurance purposes. Our own risk assessment may deem it necessary

to have more for an unusually large event. There is nothing in the insurance policy which requires appointed fire marshalls. Again, when carrying out our own risk assessment, we are likely to require people to be familiar with our fire procedures. When circulating the risk assessment for the Xmas fair, Lizzi flagged the basic fire procedure and allocated somebody responsible for checking the downstairs and upstairs toilets in the event of a fire alarm.

AGM:

- Need to consider how we will arrange events if nobody puts themselves forward as chair. Allocate somebody different to run each meeting?
- Need to consider our next fundraising target, now the theatre has been finished. Air con for each classroom (potentially £3,000 per room)? Could look into solar panels to offset the environmental impact? All weather surface for the front area? Grow veg etc then cook and the PTA funds the ingredients? Canopy for the early years?

Any other Business:

- 2-3 days advert – Karen to look into
- easyFundraising – Nicola Mongon is spearheading this as she went on a course. Users have increased from 69 to 83.
- Toy update – Lizzi to target people to get a few donations to refresh the offering.

NEXT MEETING/AGM – Thursday 16th January 2020 – everybody welcome