

**Minutes of PTA Members Meeting**

Tuesday 01st October 2024, 8pm - In person

Colney Heath JMI School

High Street, Colney Heath, St Albans AL4 0NP

**Attendees**

Sam Bradish Naseema Labenne Alison Fordham Terri Demetriou

Amy Rice Mrs Clark Miss Dockrell Miss Turffrey

Kayleigh Arodu Sarah Misso Miss Banerjee Alice Payne

Stephanie King Amy Desmond Leah Corbett Jess Dickinson

John Mousiou Katie Fensome Brendan O’Connor

Lexi Youmans Price Genevieve Parker

**Apologies**

Stephanie Darling-Bibi

Rachel Naunton

1. **Welcome, Introductions and Housekeeping**

Sam Bradish welcomed everyone and introduced the new PTA team;

Sam Bradish (Chair),

Amy Rice (Vice Chair),

Kayleigh Arodu (Treasurer)

and Stephanie King (Secretary)

1. **Sam confirmed the roles and responsibilities of the new team as follows;**

**Sam**

* Main point of contact between school and PTA
* Organise and lead larger events
* Ensure we commit to what we’ve offered the school in terms of funding
* Organisation of any licenses and insurance needed for events and running of the PTA
* Running the school lotto
* Managing the PTA email address

**Amy**

* Organise and lead mini events
* Uniforms sales – liaising with Alison and Eva who are continuing with uniform
* Stock count
* Sourcing and organizing volunteers

**Kayleigh**

* Managing PTA accounts
* Reconciling bank accounts
* Organization of floats
* Keeping track of spending and profit for each event
* Keeping track of target countdown
* Reconciling ticket sales for raffles

**Stephanie**

* Meeting minutes
* Managing Social media coverage
* Fundraising communication

1. **Communication**

Feedback from various parents suggested the need for more notice for events and more communication from the PTA. Therefore, the team is pledging to.

* Send out a Calander of events
* Send out reminders for events regularly
* Keep late-night WhatsApp messages to a minimum with a 9 pm deadline
* Keep parents updated on the money raised at each event

Some classes now have new PTA reps. The reps for each class are.

Nursery – Rachel Naunton

Reception- Debbie Wickens

Y1- Celine

Y2- Katie Dean

Y3 – Naseema Labenne

Y4 – Denia Martins Moreira

Y5 - Naseema Labenne

Y6 - Debbie Wickens

1. **Target setting for fundraising**

Sam reflected on her meeting with Mrs Clark, below are the areas we are aiming to support this year.

* Wristwatches to be utilized by year 2 during lessons
* PE Bags for all Reception children
* Christmas gifts from teachers to students
* Money towards school trips will be doubled to £600 per class
* £3000 for Opal play
* Live Theatre performance in West End for Year 6, costings so far suggest £750 per class for the show alone excluding coach fees
* 6 weeks of outdoor learning onsite (Y3/4) last year was £3400. Children enjoyed this last year
1. **200 club update and relaunch**
* We decided to keep the price £6 per number, other schools charging a lot more
* Poster and instructions coming out via email
* Purchases via gateway
* Prizes will depend on the amount of numbers purchased, prizes can go up or down accordingly
* Each ball is valid for a year and will be drawn on the last Friday of each month
* We will require confirmation on whether people are happy to have their identity shared when they win
1. **Events**
* We reiterated the need for a safeguarding officer to attend all events.
* Uniform sale- Ali and Eva will maintain uniform sales with Amy Rice’s support
* Christmas cards and gifts – Miss West to continue to organize as in previous years

**Events booked so far this year**

**Discos:**

18th October - possibly Halloween-themed games?

14th February

23rd May

DJ booked for all discos

**Christmas Fair:**

30th November 2024 12 pm-3 pm

**Easter Egg hunt**:

4th April 2025 1:30 – we are looking for a sponsor for the eggs. If you know a company that is likely to be interested in sponsoring this event, please let your PTA rep know.

**Summer Fair**

28th June 2025 – time TBC

**Non-uniform days to support the fairs:**

* 8th November 2024- bring chocolate for the Christmas fair (NO NUTS)
* 20th June 2025 – bring sweets for the summer fair

**Bring a bottle days to support the fairs:**

* 29th November 2024 – bring a bottle for the Christmas fair
* 27th June 2025 – bring a bottle for the summer fair

**Hot chocolate and cookie sale Every Friday after school – PTA just needs to purchase items; the stall will be run by Miss Banerjee and Miss Dockrell.**

1. **Future Ideas**

**We asked all in the meeting to give us their ideas for future events, below are the ideas we all came up with.**

* Crazy hair day
* Break the rules day
* Pre-order sweet cones for occasions like Father’s Day, mothers’ days etc - offer of support from Leah & Amy
* Sports day- utilize parents being at the event for tea, coffee, and snacks
* Sports events – netball/ football/cross country fixtures - selling teas and coffees?
* Tea Towels- easter time? Pre-orders? Find a sponsor?
* Donating old Halloween costumes and re-selling for a donation?
* Puzzles, board games, books sale – dedicated day?
* Adult events such as a quiz, race night, bingo, and comedy night
* Family quiz straight after school?
* Film nights straight after school
* Games night for the kids
* Sweets to be bagged at the disco and glitter tattoos?
* Supervised chill zone for disco?
* Contact your boss regarding fundraising and sponsors
1. **Christmas Fair update and ideas**
* Sam advised we are looking at a big-ticket prize for the raffle, this year we intend for the big-ticket prize to be a Nintendo Switch
* Teaching staff to organize food at the fair, they will serve from the hot hatch in the dining room
* Main sellers will be in the hall
* Santas grotto in library?
* KS2 rooms will be PTA stalls
* Treasure hunt to encourage people to move around the entire school with a nominal prize
* Snowball with shaving foam for snowball the teacher
1. **Next date for PTA meeting**

TBC January 2025