**P. T. A Minutes**

**Date 26/02/2019**

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| **Present:-** | **Attending: Donna Eley, Irene Charles, Jane Kingori, Alf Dato, Andrea Goldring, Sheena**  **Apologies: Francesca Agyeman**  **Absent: Felipe Oliveira** | | |
|  | **Items for discussion** | **Main points** | **Action required – what, who, when** |
| **Matters arising from previous meetings** |  |  |  |
| **Events** | Easter Disco | Letters been sent to most of the Companies on the list asking for donations.  Rowan’s bowling alley will donate  Paradise Wildlife Park  Wine shop  Metro Shop gave chocolates at Christmas so may give again  Mosaic will give but we must ensure that they have an end date on the voucher due to previous difficulties  Ella (year 6), mum, can get us some vouchers from a restaurant near Holloway  We need Mr Welsh to speak to Tesco’s regarding donations  Beautiful next to Tesco may also give.  Tamara and John has agreed to do the posters  Irene will check if the DJ has been booked.  Miss Barbara has said no to the Easter Egg Hunt as it will take too much organising.  We will keep the Bouncy castle until the Summer Fair  This time the raffle tickets will be pulled by a parent/child who is not in the PTA |  |
| **Roles** | Kitchen  Tidy up | Will be Francesca, Sheila and Laura  We will need volunteers to help at the end of the Disco |  |
| **Finances** |  | Nothing to report |  |
| **Communication** | Questionnaire’s | We will give out questionnaires to parents after the Disco so we can get an idea of the sorts of things they would like the PTA to do to help raise funds.  We need to start informing the parents of how much we raise after each event and what the money will go towards.  We need to let the parents know that we have purchased the Chromebooks and Ipads.  We could ask for a section in the newsletter to advertise/inform parents of the things we are doing. | **Irene/PTA** |
| **Any other Business** |  | No other business |  |
| **Date and time of next meeting:** |  | 05/03/2019 |  |