**Minutes of PA Meeting**

**25th October 2017**

**Present:** Kim, Yla, Jackie, Donna, Gillian, Carol, Emma, Liz, Sarah

**Apologies:** Louise, Gareth, Gail, Lucy, Mel, Duncan, Elena, Steven, Kate, Joanne, Angela

1. Minutes of previous meeting were proposed by Donna and seconded by Jackie
2. Review of events:

P3/4 Movie night

Lucy was praised for the organisation of the evening which went smoothly. Ticketing, snacks and film selection were all fine.

1. Upcoming events:

Seasonal cards

Kate is processing order to be sent off. Deadline for money and orders is to be set for 31/10/17. Cards expected back mid/end of November for Christmas.

Halloween disco

Tuck has been organised by Carol and Emma.

Gillian has booked and checked DJ Chris is organised and ready – cost £150. Prizes organised.

Let is booked – very tight at end of night. Liz will speak to Janitorial staff about how best to ensure they get paid for any additional hours.

Floats – Sarah will bring floats for both discos and money will be left overnight in school safe.

Book Fair

Agreed to have no biscuits with tea/coffee/juice.

Donna will send out Doodle poll for help with viewings and help on nights of parent-teacher consultations. Donna will send book slips in to office for children to complete with help.

Curry & Quiz night

Dan Wyatt has agreed to compere the evening.

Food – no response to date from Ashoka – prices to be sought from Ashoka and Clay Oven and discussed via e-mail.

Humera has agreed to donate a tray of pakora for the event.

It was agreed to set ticket price at £10 per ticket with a maximum capacity of 75-100.

Donna to send out Doodle poll for the night.

Gail has completed a poster for the event.

Christmas Fair

Lucy has booked inflatables.

Stalls are to be offered to local businesses run by parents’ of the school.

Carol and Emma to run the tea room.

There will be no mulled wine.

List of stalls to be attached to minutes.

Jackie to approach Sainsbury about donating mince pies.

Donna will send out a Doodle poll for helpers on the day – comments to be added about which stalls people would like to man.

1. Treasurers’ report

Sarah gave treasurer’s report – to be attached to minutes

1. Correspondence

Donna confirmed that there had been no correspondence received.

1. Teaching staff representative

Liz gave report:

* Janitorial staff to be paid from PEF money after schools close at 4pm. PEF money to fund extra clubs etc. too.
* Interviews for DHT post to be held on 31st October. PC will be represented on interview panel.
* Breakdown of spend since last meeting included £2169.03 on class outings, £388.11 on resources, £1315.10 on transport.
1. AOCB

Wendy McNaughton has agreed to make a papercut from PA for Mrs McDonald’s retirement.

PA banner to advertise events was discussed and will be ordered with a blue centre at a cost of £23. Jackie will place the order.

Next meeting: 29th November