



Registered Charity Number 1041538

## **PTA Meeting Minutes**

**Held at South View Community Primary School, 11th October  
6.30PM**

Present: Nikki Pattenden, Alison Quemby, Amers Nizzer, Gavin Miller, Becky Keats, Darren Green, Megan Selves, Jenny Andrews-Poore, Mrs Tomlins, Gemma Medhurst, Danille Hamilton.

Apologies: Colette Dobbs, Rachel Carrington, Kelly Keene, Charlotte Francis, Georgina Barnes Osbourne.

Welcome to our new members Darren Green and Megan Selves, thank you for joining us!

### **Last meeting minutes approval.**

The minutes were distributed digitally after the last meeting.

### **Matters arising from the last meeting.**

- The newsletter is ongoing, aim for this to be completed and sent out next week so another can be done in the run up to the christmas fayre. **(AQ)**
- We believe our communications list is now up to date but please do request to be added into the whatsapp group if you wish.
- We need more money in the account before we go for a quote for the outdoor classroom, hopefully in the new year after the disco and christmas fayre we should be able to do this.
- Spooky spoons and disco tickets are selling well but keep sharing the posters!
- Mrs Gray and Mr Ford have said they would like to be staff reps so will be invited to the next meeting.
- We are going to aim to do the ice cream stall this Friday the 15th so will need to get volunteers for that.

### **Chair's comments (if any)**

None at present.

### **Treasurer's comments (if any)**

None at present.



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Matters arising:

### The Autumn Disco

- Purchasing organisation:

Item	Quantity	Purchaser
Glow Sticks	350	Alison
Hot Dog Cans	45	Gavin
Veggie Hot Dogs	1	Gavin
Rolls	380	Georgina
Napkins	500	Nikki
Ketchup	3	Gavin
Crisps	400	Gavin
Sweets	400	Jenny
Squash	4	Jenny
Drinks Cups	500	Nikki
Paper Snack Bags	400	Alison

Danielle has kindly offered her house for putting the bags together on Monday evening, more bags can be packed in the following days if needed.

- Dietary requirements list:  
There is a folder on the FOSV email account where dietary requirement requests are being kept together. **AQ** will check these match up with what the school office have on file on the Wednesday before the disco.
- Volunteer count:  
We have 8 volunteers for set up and tidy away and 12 for both discos!
- Any other business regarding the disco:  
We have decided to drop the chocolate bars this year as it is felt there is enough food with the hot dog, crisps and sweets.

### The Christmas Fayre (2nd December)

- **Mrs Tomlins** is going to contact Santa to see if he is free...



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- It is felt that a storytelling session divided into year groups might work better than individual visits, this allows more children to take part. Each child would get a selection box included in their ticket price as a present from Santa.
- The school have a lot of good quality books that they cannot use so have offered them to us to sell on a second hand mystery book stall. We would need to sort through the books and categorise them by age and maybe theme (adventure, mystery etc) then wrap them and maybe put a treat with them too. **RK** has kindly offered to write the labels, **DH** has volunteered her mum's wrapping skills and **AQ** can categorise them but more volunteers for this would be great so we will work out a date to start doing this in the next meeting.
- **DG** has a portable bar so we can apply for a TENS licence for this for £21 once we decide what we would want to sell.
- The stalls will be outside the hall in the playground. **AQ** will contact the stall holders that expressed interest last year to see if they would like a stall this year at the cost of £10 and an optional donation of a raffle prize.
- **GM** will arrange the loan of christmas trees for the event but we will need to decide on placement and organise decorations and lights. **JAP** thinks she has lights she can donate and **DG** thinks he has some lights that could be strung across the playground outside the hall.
- At the next meeting we will need to decide what we want to do about food.

#### **Any other business in general**

None.

Meeting close.

The next meeting will be held on Monday 7th November at 7pm at school.