



Tuesday 4 November 2014 Minutes of PTA Meeting

Present: Eve Hannaford, Jane Bower, Sue Gatenby, Caroline Walker. Rachel Davies, Rachel McAllister, Sue Gatenby. Lisa Marsh, Rachael Neville, Tony Smith.

Apologies for absence: M. Regan, Carol Park, Simon Hannaford, Rachael Hardcastle, Kay Bell, Margaret Livingston. Luanne Bussey, Sheillah May

Matters arising from the AGM: This meeting concentrated on the 2 main events taking place over the following week.

Christmas Fayre - 6 November.

- Sue gave an update of the situation and although she did not know the number of tickets sold was confident there would be a good turnout as usual. Everything had been taken care of with regards to stallholders, purchase of refreshments and raffle prizes.
- Helpers included those present at the meeting plus a couple of other parents who sent apologies but would be available at certain times throughout the evening. The small number of students from the 6f Leadership Team had agreed to help too.
- Frank, Graham and Simon would be i/c of parking. The police have been notified.
- Refreshments for stallholders would not be available due to logistics and there would not be any hot drinks sold by the PTA. There will be the mobile coffee unit selling drinks as one of the stallholders only.
- A number of PTA members offered to stay until the end to help clear tables and ensure college is ready for Friday morning.
- **Reminders:**
- Helpers to report to Pam Walls on arrival who will be based in the John Caden Hall setting up
- to set up tables – 3.30-5.00, clear away 9.00 -9.30
- Bar – EH has a team of helpers established for the evening. To be set up in the UDR with access to the kitchen and dishwasher. A few seats to be arranged around a couple of small tables as requested last year for guests. Display notices to for glass returns and limit guests leaving the UDR with them.
- Raffle, organisation of tables etc SG/PW. Car park –Frank, Graham and Simon plus 6f helpers.

Comenius Evening – 12 November 6.30-9.00, cleared up and out by 10.00 – Graham has been notified.

- Pig Race night – booked, PW to be i/c BBQ.
- Details very similar to the above but in Carol's absence all paperwork has been redirected to EH. The selling of pigs and purchase of refreshments etc to be agreed in house.
- Helpers on the night included some attending the meeting and others to confirm at the fayre.

AOB

- Logo/Branding – Jane gave an update. She has been working on a suitable logo and hopes to bring exemplars to the next meeting for discussion.
- Miss Regan has agreed to the Summer Fayre on 21 June 2015. K9 have also agreed to attend.
- The trial start time of 7pm - of those present, only one parent preferred the later time. As a result it was agreed the next meeting would be **Tuesday 2nd December at 6.30 in the Community Room.**