**HDPS PTA Committee Meeting Minutes**

**Thursday 14th November 09.00am**

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| **In attendance** |
| **Shani Ellis (Chair), Paula Lansley, Karen Britton, Seyan Duman, Amanda Pawson, Karen Barlow, Jeni Kench, Katy Dudley, Rachel Bowley (minutes)** |

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| **Apologies** |
| **Anna Jago, Rachel Harris, Clair Brown, Kelly Malynn** |

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| **Approval of minutes** |
| **The minutes were approved from the previous meeting 17/10/2019** |

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| **Recent & Future Events** | **Discussion** | **Actions** |
| **Fireworks – 9th November****(Paula)** | **The event was a great success!****Having a 2 week half term just prior to the event made ticket sales and engagement with volunteers more challenging****Need to ensure provision for vegetarian/vegan cooking on the BBQ at future events (received feedback from a parent)****Less food and drink sales on the night due to poor weather conditions****Unfortunately no match funding or sponsorship****Final figure TBC** | **Final figures** |
| **Discovery Disco – 22nd November****(Rachel B/Katy)** | **Discussed payment for Zebadee’s****Shani organising prizes for raffle – names in a hat****Ticket sales going well and good number of volunteers****Contact details for class reps in all years to be shared to PTA members****There will be a ‘quiet area’****Email list of expected volunteers to office****Since PTA meeting the disco has been postponed due to high levels of sickness – new date 13th December. Tickets will be honoured. Refunds can be obtained by emailing Karen Barlow** | **Karen Barlow to leave £150 cash in office safe****Shani to get prizes; Rachel B to print names****Jeni/Seyhan****Rachel B to do** |
| **Explorers Movie Night – 29th November****(Shani)** | **Potential films discussed****ParentMail to go out advertising the event****Volunteers from PTA – TBC Volunteers from teaching team** | **Shani to choose****Shani****Shani to ask** |
| **Sainsbury’s Bag Packing – 1st December****(Karen Britton)** | **Will run from 10am – 4pm****Aiming for 4 children per slot****Need buckets with school logo stuck to them (3 in total)****ParentMail to go out advertising this and asking for children to volunteer** | **Shani** |
| **Christmas Fun Day – 6th December****(Amanda)** | **Discovery in the morning:*** **Story with Santa and gift giving, in gazebo in the hall (20 mins per class)**
* **There was discussion about including a craft activity but it was felt that there wouldn’t be time for this as well**
* **Gazebo to be assembled and decorated on Thursday 5th from 2pm**
* **£3.50 per ticket**
* **Amanda has purchased the gifts (books) and wrapping paper and will be asking for volunteers to wrap**
* **Need new Santa beard/hat**
* **Confirm if Duncan available**

**Explorers in the afternoon:*** **Fun afternoon with stalls and games - £3.50**
* **To request donations from Sainsbury’s**

**This will be an optional Christmas Jumper Day (given that Christmas jumper day will be on Wednesday 11th to coincide with Christmas dinner)****ParentMail to be sent out to advertise this event****Toy sale during the afternoon which could then be moved to Discovery playground during pick up** | **Jeni****Paula to ask Sainsbury’s****Shani** |
| **Jingle Bell Ball – 6th December****(Shani)** | **Tickets will be £5****ParentMail to be sent out to advertise this event** | **Shani** |
| **Christmas Raffle**  | **It has been decided to postpone this until the new year as there is already so much going on.** |  |
| **Christmas Service @ St Francis****(Jeni)** | **Jeni happy to coordinate refreshments again****Request for people to bring their own mugs (due to its success at Harvest Festival)** |  |
| **Cake Sales****(Rachel H)** | **Mars last Friday – raised £113.05****Next one is Neptune on Friday 22nd November** **As there are no class reps for Moon, Oberon and Prospero it was felt they could combine with another class****Distribute letters in book bags for these classes to ensure parents receive the information about their cake sales** | **Rachel H** |

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| **Eco Matters** |
| **Fencing for Eco garden** **Textile Recycling – to hold this first week in February** **Possible permanent container to be sited on Glebe property to be discussed with Head Teacher of Glebe School** |

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| **Funding Requests** |
| **Explorers playground Eco Garden – more info needed from Mrs Bhatia Concas****Still outstanding:*** **Football kits – Jeni to approach Mr Robinson (?)**
* **Books**
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| **Any other business** |
| **Shed in Discovery – will become PTA storage for Christmas stuff****Candy Floss machine to be up for sale, photos to be taken****PTA Christmas night out – Paula to send Doodle Poll for dates****Christmas Bauble in shed from last year, count to be done after meeting and decision on how to distribute to children** |