



ABBEY GATES PTA MEETING MINUTES

14.11.2016 @ 2pm

Meeting Chaired By: Caroline Hopkin (Chair)

Attendees: Karyn Robson, Maria José Casas, Louise Skellington, Gill Smith, Lisa Roberts-Minto, Louise O'Hanlan, Hannah Napthine, Nicola Owen, Helen Boddice, Sarah Manders, Carla Beck.

School representative: Kaye McGuire

Apologies: Rita Ravis, Louise Tarrant, Kerry Bosworth.

Introduction/Welcome: Welcome from Chair.

Last minutes approval/adjustment: Unavailable. Any alterations to be made in next set of minutes.

Committee Reports: Treasurer's report remains the same as at previous meeting.

AGENDA

Item 1 – Review of Quiz Night. Enjoyable night. Kudos and thanks to Richard Hinchcliffe for taking on the role of Quiz Master. Richard to be approached for quiz writer and master next year.

Item 2 – Christmas Fair 25th Nov.

Carla's update on her organisation of the fair.

Currently 4 games stalls, Raffle, Refreshment Stall, Cake Stall, Santa's Grotto (George Lappin's Grandad), Chocolate Fountain and Teddy Bear Stall. Class Reps (see table below), to arrange help on the stalls they have been allocated. Karyn and Caroline will both be available at the fair to assist with things as required. Possibly run the Teddy Bear stall from the area outside of Year 3/4 classrooms.

Coat rail for people to leave their coats on (at their own risk) to be outside Year 5 classroom and then moved in to Year 5 classroom once the children have finished for the day.

Set up:- Cars to be unloaded into Community Room at 11:30 (if Carla requires), Karyn and Caroline will begin Santa's Grotto at 12, Carla and a small team to start fair set up at 1pm, rest of helpers for set up and stall holders at 1:30pm.

Assembly to be moved to the morning, Kaye to remind Mrs. Cumberpatch. Fiona Nelson (Yoga) to be advised that Yoga will need to be cancelled/rescheduled – **Action:** Karyn Robson through Facebook.

Item 3 – Nativities. 5th December pm – Grandparents only. December 6th (pm) and 7th (am).

Tea, Coffee, Mince Pies, Mulled Wine (pm performances only, in slow cookers) and Raffle. Gill to organise the elves to help. PTA seat reservations will be PTA members only. Confirmed that these will be ticketed performances, per family.

Item 4 – Christmas Disco 15th Dec.

Confirmed that Foundation will not be attending. Parentmail to be sent to this effect. **Action:** Kaye McGuire.



Nicola Owen updated. DJ booked. Kaye McGuire requested that he is reminded to use radio edit versions of all songs played.

Reminder for cake donations to be sent out to parents, week prior to Disco. Tattoos to possibly be moved to area outside Yr 3/4 classrooms.

Nicola will do tickets and flyers for the Disco. **Action:** Nicola Owen
Chocolate Raffle – Chocolate lollipop bouquet by Helen Boddice. Raffle tickets to be sold with the Disco tickets and also at the Disco.

Alternative to glow sticks to be looked for following the leaking glow sticks from the previous disco.

Item 5 – Spend Request from School for a new Christmas Tree.

Needs to be pre-lit and 7ft tall with a full base and not legs (trip hazard). No objections met from those at the table.

Item 6 – Continued research into iPad procurement. To be discussed again at future PTA meetings. Ongoing PTA project.

Item 7 – Spend request for Foundation and Year 1.

Visit from Owl company to help launch new topic. Helen Boddice suggested asking ‘Terry the Birdman’ from Mansfield if he could do anything similar. Katie Kitchin to be asked which company this is with and when this is required for. Possible donation from the PTA towards this, with the rest paid for by parents.

A.O.B/ Announcements: None

Next Meeting Date & Time: Friday 9th December 2016 @ 2pm in the Community or Art Room.



Immediate Action Table

Action	Owner	Deadline	Status
Charity Status	PTA Committee Members	Ongoing	
Richard to be asked about Quiz Night next year.	Caroline Hopkin	None	
Continuing arrangements for Xmas Fair	Carla Beck	25 th Nov.	In progress
Request Assembly a.m. of 25 th Nov.	Kaye McGuire	24 th Nov.	
Fiona Nelson to be informed of Xmas Fair	Karyn Robson	asap	
Christmas Disco Arrangements	Nicola Owen	15 th Dec.	
Arrange Nativity Elves	Gill Smith	5 th Dec.	In Progress
Parentmail to be sent re: Foundation at Disco	Kaye McGuire	asap	
Tickets & Flyers for Disco	Nicola Owen	As soon as possible.	

PTA Class Representatives

F1	Rita Rivis (Catherine)
F2	Danielle Turner (Lola)
Year 1	Louise O'Hanlan (Niamh)
Year 2	Hannah Naphine (Lilli)
Year 3	Nicola Owen (Daniel)
Year 4	Maria José Casas (Victoria)
Year 5	Susannah Wilson (India)
Year 6	Louise O'Hanlan (Brooke)