



Stpaulscatholicpta@gmail.com

**PTA Meeting Minutes Tuesday 12th November 2019, St
Joseph's Church Hall, Tilehurst**

“Dear Lord, Thank you for the opportunity to meet today, may we engage with each other with faith and perseverance, may we manage each situation with wisdom and purpose, knowing that at the heart of all we do are our Children, Lord we humbly invite you to work within us today”.

Present: Natalie Bone (Co-Chair) (NB) Stacey Aram (Co-Chair) (SA) Jayne Dunne (Secretary) (JD) Jodie Green (Treasurer) (JG) Tracy Eveleigh (School SIMs Co-ordinator) (TE) Kate Donnelly (KD) Cindy Sinath-Reynald (CSR) Sandra Armstrong (SanA) Lorraine Firth (LF) Hayley Chapman (HJ) Rafal Lisowski (RL) Kristina Itraj (KI) Anita Bird-Jaeger (ABJ) Lizzie Cunningham (LC) Donna Gaughan (DG) Ashley Johnson (AJ) Shazia Faza (SF) Michelle Fyfe MF

Apologies: Frances Less (Former Treasurer), Helen Thomas, Abi Baverstock, Marissa Jackson (MJ), Include donna , Rachel

NB opened the meeting welcoming and thanking everyone for attending. Apologies noted and minutes of previous meeting agreed and signed off.

Updates from previous meeting Treasurer's report -ONGOING A treasurer report will be submitted in due course.SA & NB are chasing and will endeavour to provide the Committee with a clear picture of the financials as soon as they can. The Committee were informed that at present the former Chair and Treasurer are required to submit last year's return to the charity commission, once this has been completed the accounts can then be formally transferred to the newly appointed Chairs & Treasurer, until then the financial responsibilities are not that of Jodie Green, Natalie Bone or Stacey Aram.

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Matters arising

Pre-loved stall – NB has decided that due to limited capacity within the school and our committee the pre loved stall will not feature this Christmas, however it will be re-visited next year. we have decided that we just don't have room for a pre loved stall but we will revisit that for the summer fayre 2020.

PARKERS –Two signs received from Parkers, one of which has already been placed on the school railings the other will follow after remembrance. have given us signs to out up we have one up at the moment and we are going to put the 2nd up asap **ACTION: CSR will include the Parkers logo on the Christmas Fayre flyer, SA will email over.**

Website – Thank you to RG for the amazing PTA webpage this really will elevate the profile of the committee

Monthly Bake Sale – year 6 bake sale was an amazing success!!! £205 was raised and this has gone directly to that class, there is however debate as to how this will be spent, but we look forward to an update soon. that is given to the year 6 classes to be used for what the pupils want it will be split per child as we have split class and we will do this with all spilt classes going down the years.

Lottery – we had a winner!!! Daniela Ribeiro won £20 and has given this back to the PTA this will go on to the newsletter

Wreath Making evening – we have sold approx 68 tickets at the moment but we really need to push our advertising on this, so everyone please post where ever you can. RG will request this is added to the pop in the parish newsletter

Easy Fundraising – St Paul's is now registered, so get shopping. All committee members please share amongst your year groups. Many thanks to SA for setting this up. We are still waiting for amazon but this is still on going!

Christmas Cards – £188 has been raised for the PTA. Up take was minimal with 70 children submitting designs. Next year we will look into alternative ways of ordering. Still every liitle helps, once the designs jave been deliovered to school NB & SA will wok on distrubting to the children. NB would like to extend thanks to JD & RG for all of their help collating the designs and assisting NB with the orders.

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Teachers Wish lists – TE informed the Chairs via email that the teachers met at their Friday meetings and are currently working on their wish lists to be submitted to the PTA. . The PTA have agreed that each class will be carefully considered and list items prioritised. This matter is still on going.

Astroturf project – NB has been given a quote of £6-7k We are now looking in to builders who are able to undertake some small work on the current structure, this work is required before the Turf can be laid. . If you have any contact please contact is via email and we will follow them up. *NB will keep everyone up to date with this project as appropriate.*

DBS checks – NB has been processing all of the DBS checks via the school reference, this information is then passed on to Cathy. we all need to provide 3 forms of identification to the office for the DBS checks to be completed. For those that require DBS checks and have yet to inform NB please get in touch and then take your ID to the office. Many thanks for the process and JD will attach to the minutes of what you need

Uniform Sale – it is now online!!!! please share this among all of our whatsapp groups. . Amazing thanks to SanA and RG for all your hard work

Money kept in school – The PTA have agreed a float of £30 will be kept in the School safe at all times. For use at the Monthly bake sale, uniform sales etc. A signing in/out sheet will be attached for audit purposes.

Teracycle - will be carried over to 2020 Agenda

CHRISTMAS!!!

PIZZA STALL- KI will lead this stall with the following toppings of cheese, ketchup, chorizo and cucumber. The pizza will take form of a slice of baguette with a topping, the PTA have agreed to charge 75p a portion. KI is to put a shopping list together this will be costed and then procured. JD will email the purchase order form along with minutes. Also we need to see if it is possible to use the oven due to insurance TE to check for us.

CREPE STALL - ABJ will lead this stall and will work in the same area with KI doing gluten free crepes (which tasted amazing and we would all like the recipe) ABJ to cost out the ingredients and formulate a reasonable a price per item .

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Arts and crafts stall – this stall has 2 crafts the angel card that KI has kindly made a mock up of, and the baubles from last year .KI is to put a list together of all the thing that she need to make an angel and if she needs help cutting out etc.

Little elf workshop- JD and KD are running this stall, they are still looking for donations for gifts for the parents and this will be a children's only area! JD will email TE to pop some more things in the newsletter. Post meeting note: Daddy items are in short supply, we need to formulate a plan to ensure we have plenty of stock. NB proposes socks, hankies and smellies purchased at low cost.

The grotto – we have a layout of the classroom and set up of the grotto, this ensures there is plenty of space for santa the sleigh and the children. LC will lead this implementation process assisting KI and Grotto team, KI and other helpers are going to be making a winter wonderland. Only blue tack is to be used to stick things on the walls, all photos are to be covered and anything that has the children's full names are to be covered. Wwe are to take photos of the class room before anything gets moved and the classroom must go back as to what it was.

All decorations around the school – we must only use blue tack for sticking anything on to the walls and there must be no free standing items in passage ways or anything that could fall on someone. No Christmas trees to be used green foliage and holy only

BBQ- Mrs Skeldon and the Bissoffi family are all ready to go and we are getting 100 sausages and 50 vegetarian sausages from either mackro or Berkshire meat company we are just working costings for both. Update the Bissoffi family are unable to help this year, so new volunteers are being sought.

Mulled wine- has been ordered from the lovely O'sullivan family, and we have 4 litres Red wine and oranges are all that's required and this will be purchased the week of the fayre.

Advertising board- KD to check if she has any black bard paint left as it needs a touch uo before we can use.

EXTERNAL STALLS

- Adriana photographer – has confirmed and will be there from 2-4pm
- Shakira chocolate and biscuit stall -- awaiting update
- Hair bow stall --confirmed
- Sweet lady Sarah
- shed candles (soy) – confirmed

Other Business

- all electrical items would need to be pat tested by the schools contact. So we will stick to using battery powered lights etc.
- Pizza oven- TE to confirm if we are able to use the oven due to the insurance needed for it as it is part of the school equipment
- setting up times – Friday from 1.30pm till 5 pm

Saturday from 10.30 till 5pm

all classrooms used needs to be photographed before we do anything and must go back to the way the class room was before it was used.

- Signs for the activities- once layout is sorted we will make a list of all signs that are needed and will email a list out so people can take charge of making a sign.
- Calendar has been printed and TE has shown to the staff and we will have that sorted and ready to be sold at the Christmas fayre.

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- Choir- TE to talk to Mrs Stagg about the choir singing carols at the fayre UPDATE Mrs Stagg is not available that day.
- Find an Olaf- LF has designed a find an Olaf, there will be a prize draw for everyone who has entered and they can win an Olaf and Selection box.
- **Parking -Parking at the events: PTA members delivering large amounts of goods are permitted to park in the school car park on the day before or day of the event. The day of the Christmas Fayre School will be opened at 9am and only PTA members and stall holders will be able to park on site.**

Rotas

Year 6 – games inc

year 5- grotto tickets

year 4 - bash a bauble (re named from punch holey)

year 3- jar tombola

year 2 – guess the weight of the cake and how many sweets in the jar

year 1 – pocket money stall

reception- snowball scramble and guess the name of the elf

Teachers- bottle stall

PTA – raffle tickets , runners for other stalls and JG will be there for the money

Any items not discussed will be carried over to the next meeting. This was a very productive and informative meeting thank you everyone for your energy, patience and hard work.

Meeting closed 21.30.

Next Meeting: To be confirmed.

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