



# Our Lady of the Assumption Catholic Primary School PTA Agenda



Wednesday 13/11/2019  
9-10am

**Present**

**Parents:** Sarah Smith, Joanna Defaye, Amy Bowden, Lucy Dyde (Minutes)

1.	<b>Apologies</b> - Grace Tyrrell, Kim Ennis (KM), Kerry Henderson, , Ellie Brewer & Rachel Askew (Headteacher)	
	<b>Items to discuss</b>	<b>Who</b>
2.	<p><b>Update - Whole School Panto</b></p> <p>LD updated the group that on 10.10.19 the school had requested the PTA sponsor the whole school Robin Hood panto booked for January 2020 as the school were at risk of being charged a £200 cancellation fee. LD and KM had agreed for the PTA to pay the panto fee of £599 on the following conditions:</p> <ol style="list-style-type: none"> <li>1. PTA cannot cover the cost of events in future without prior agreement</li> <li>2. This is a whole school event and not just particular year groups</li> <li>3. It is made clear in the newsletter /publicity for the panto that this event has been sponsored in full by the PTA</li> </ol> <p>LD assured the group that the PTA have sufficient funds to sponsor this event.</p>	LD
3.	<p><b>Update to fundraising events 2019/20</b></p> <p><b>Scholastics Bookfair;</b> September 2019 - £709.58 = £329.79 in commission; Mrs Nailor has spent the commission earned on new books for the school and the twitter update has been shared on the PTA FB page</p> <p><b>Clothing Collection;</b> 28<sup>th</sup> October 2019 - 191KG = £95.50 minus bag cost =</p> <p><b>Fancy Dress Disco;</b> 1<sup>st</sup> November 2019</p> <p>- 113 children attended however two of those children did not pay for a ticket. LD has informed the school and waiting for an update regarding whether payment has been forthcoming. Therefore, profit is either £240.18 or £236.18.</p> <p><b>ACTION:</b> LD to update at next meeting</p>	LD
4.	<p><b>Fundraising Ideas</b></p> <p><b>Break the Rules Day:</b> 15<sup>th</sup> November 2019, an update will be provided at the next meeting to confirm how this event was received.</p>	ALL

**Nativity Raffle 13<sup>th</sup> December 2019:** LD confirmed prizes secured so far. Group agreed £1 per strip will be sold on the day and prior to the raffle via Eduspot.

**ACTION**

- LD to advertise event on Facebook Page
- Volunteers will be required for refreshment stall and raffle stall
- LD to send information to School Office for parentmail and Eduspot payments

**Christmas wrapping room - Week beginning 9<sup>th</sup> December**

LD confirmed RA has agreed following days for volunteers to provide the wrapping room Mon/Tues/Weds lunchtimes

**ACTION**

- LD to advertise event on Facebook Page
- LD to send information to School Office for parentmail and Eduspot payments

**Mother's Day (Sunday 22<sup>nd</sup> March 2019) wrapping room - Week beginning 16<sup>th</sup> March 2020**

LD confirmed RA has agreed following days for volunteers to provide the wrapping room Mon/Tues/Weds lunchtimes

**ACTION**

- LD to advertise event on Facebook Page
- LD to send information to School Office for parentmail and Eduspot payments

**Fathers Day (Sunday 21<sup>st</sup> June 2019) wrapping room- Week beginning 15<sup>th</sup> June 2020**

LD confirmed RA has agreed following days for volunteers to provide the wrapping room Mon/Tues/Weds lunchtimes

**ACTION**

- LD to advertise event on Facebook Page
- LD to send information to School Office for parentmail and Eduspot payments

**Termly Discos**

Following the success of the Whole school Disco the PTA would request permission from the school to repeat this in May 2020, proposed date Friday 1<sup>st</sup> May

**ACTION**

- LD to contact RA for permission

**Summer Fete - 4<sup>th</sup> July 2020**

**ACTION for ALL:**

- AB to investigate other local primary schools who hold a similar event

- Invite local businesses to hold a stall (£10 charge per stall)
- Invite local sports teams to perform
- Bring back for further discussion at next meeting

#### Summer Scholastics Fair

PTA agreed to wait for Scholastics to send info to the school before agreeing whether to host this event.

#### School Lottery

This event had been rolled over from previous meeting until LD found out further information. This was shared with the group and it was agreed that the PTA would join the school lottery

#### ACTION:

- LD to gain approval from RA
- LD to apply for relevant licence from Coventry City Council for holding lotteries (this will also cover any pre sales of raffle tickets)
- LD to complete application for School Lottery

#### Free Books

KE not in attendance so item rolled forward til next meeting

#### Cinema Evening - date agreed 17<sup>th</sup> January 2020

It was agreed that the PTA could host a cinema evening in the school hall straight after school on Friday 17.01.20 3pm - 5:15pm

#### Ideas suggested:

- Children to vote beforehand as to which movie they would like to watch
- Children to be given the option of bringing nightwear to change into
- Children to sit on gym mats and benches
- Charge of £3.50 per cinema ticket
- Refreshments:
  - Warm chocolate drink
  - Popcorn
  - Squash
- Activities:
  - Biscuit decorating - AB to provide homemade biscuits
  - Colouring pictures

#### ACTION:

- LD to send information to School Office for parentmail and Eduspot payments

#### 5. Next Meeting Date - TBC

Items to discuss:

Year 6 leavers event; 10<sup>th</sup> July 2020 (TBC)

Summer Fete

School Lottery

Free Books

	Sports Day Family Picnic Scholastics Bookfair 2020	
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If you would like find out how to get involved or to join the mailing list for the PTA please email: [pta@ourlady.coventry.sch.uk](mailto:pta@ourlady.coventry.sch.uk)

You can also join the PTA Facebook page, search: Our Lady of the Assumption PTA

Without Parent Volunteers the planned events cannot take place.