



# Our Lady of the Assumption Catholic Primary School PTA Agenda



Wednesday 09/09/2019  
9-10am

**Present**

**Parents:** Kim Ennis, Sarah Smith, Joanna Defaye, Amy Bowden, Ellie Brewer, Lucy Dyde (Minutes)

1.	<b>Apologies</b> - Grace Tyrrell, Cora Taylor, Kerry Henderson, Dawn Lucas & Rachel Askew (Headteacher)	
	<b>Items to discuss</b>	<b>Who</b>
2.	<p><b>Update to fundraising events 2019/20</b> Scholastics Bookfair; September 2019 - £709.58 = £329.79 in commission; Mrs Nailor has spent the commission earned on new books for the school.</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• Mrs Nailor to provide a photo of the purchased books to LD to publish on the PTA Facebook page</li> </ul>	LD
3.	<p><b>Fundraising Ideas</b> <b>Fancy Dress Disco:</b> 1st November 2019 LD has confirmed a booking with a local DJ for £80 who will provide games as well as music. 4 staff volunteers plus 6-7 volunteers for each disco has been confirmed</p> <p>Times:</p> <ul style="list-style-type: none"> <li>• 4-5 for KS1 (Reception parents to stay)</li> <li>• 5:15-6:15 for KS2</li> </ul> <p>Unlimited squash, packet of crisps and a biscuit to be included in ticket price of £3</p> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• LD to send copy of tickets to RA for school to sell and also promotional materials for putting up around school</li> <li>• KE to research cost of a bubble machine (Health and Safety taken into account)</li> </ul> <p><b>*Update:</b> All PTA event payments will now go through EduSpot</p> <p><b>Break the Rules Day:</b> 15<sup>th</sup> November 2019 LD shared the information for this event, proposed by RA, the PTA members agreed this would be a fun event for the children whilst also raising funds for the PTA.</p> <p><b>ACTION:</b></p>	ALL

- School to send out information sheet to parents
- LD to contact RA to agree how money is collected

**Nativity Raffle: 13th December 2019**

**ACTION:**

- RA to send date to LD so she can send out the usual donation requests
- ALL to research other donation avenues

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

LD confirmed she has purchased items for the children to buy and old stock to also be used

**ACTION:**

- LD to contact RA to agree dates for this; volunteers will attend the wrapping room for 1 week during Mon/Wed/Fri lunchtimes
- LD to advertise event on Facebook Page

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

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

LD will purchase items for the children to buy nearer the time of these celebration days and old stock to also be used

**ACTION:**

- LD to contact RA to agree dates for both events, volunteers will attend the wrapping room for 1 week during Mon/Wed/Fri lunchtimes
- LD to advertise event on Facebook Page

**Termly Discos**

It was agreed to see how the fancy dress disco fared. If successful then propose to introduce termly discos - perhaps with a theme 'Spring Dance' and 'Summer Nights'

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

For the last 2 years the school fete had been cancelled due to low number of volunteers. It was suggested the PTA look at revamping the summer fete. Ideas suggested:

- Invite local businesses to hold a stall (£10 charge per stall)
- Invite local sports teams to perform
- Hold it on a Saturday

**ACTION:**

- AB to investigate other local primary schools who hold a similar event
- 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 suggested by CT, PTA agreed more info would be required; bring to next meeting once research had been gathered as to what is involved.

**ACTION:**

- LD to investigate further
- Bring back for further discussion at next meeting

**Free Books**

KE suggested the PTA contact big firms such as Waterstones and WHSmith which she believes donate books to schools to sell.

**ACTION:**

- KE to investigate further
- Bring back for further discussion at 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 a Friday, date proposed was 06.12.19 3pm - 5:15pm but this would need to be agreed with the school.

Ideas suggested:

- Children to vote beforehand on attendance reply slips as to which movie they would like to watch:
  - Polar Express
  - The Grinch
- Children to be given the option of bringing nightwear to change into
- Children to sit on gym matts and benches
- Charge of £3.50 per cinema ticket
- Refreshments:
  - Warm chocolate drink
  - Popcorn
  - Squash
  - Candy Cane (to take home)
- Activities:
  - Biscuit decorating - AB to provide homemade biscuits
  - Colouring festive pictures

**ACTION:**

- LD to contact RA to agree if proposed event can take place and if date is suitable with the school
- Bring back for further discussion at next meeting

**4. Scholastics Bookfair 2020**

LD confirmed this has been booked for delivery 14.09.20. PTA will sell books Mon/Weds/Fri after school. Volunteers will be requested nearer

LD

	the time.	
5.	<b>AOB</b> <b>Year 6 leavers event; 10<sup>th</sup> July 2020 (TBC)</b> SS and KE will copy 2019 event and arrange this starting in the new year <b>ACTION: KE/SS to contact Parish Hall to agree a date for the event</b>	<b>All</b>
6.	<b>Next Meeting Date - 13.11.19</b> Items to discuss: Summer Fete School Lottery Free Books Cinema Evening Sports Day Family Picnic	

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.