

Minutes of Alderman White PTA

Wednesday 30<sup>th</sup> 2016

Meeting Room

Present

Apologies

Esther Fulton  
Julie Francis  
Maz O'Reilly  
Dorothee Bechtloff  
Karsten Stephan  
Vicky Ricketts  
Mae Lea McKenzie

Nicola Caley

		<u>Actions</u>
1	<p><u>Christmas Fair</u></p> <ul style="list-style-type: none"> <li>• Flyers to go out to all students tomorrow- Nadia printing and Maz sorting these into right number and will be handed out in Friday's tutor group</li> <li>• Adults needed where food and drink is</li> <li>• Adults have come forward to offer help with these</li> <li>• Stalls- door needs staff/adult and 2 Sen students</li> <li>• Maz to send out a spreadsheet so that staff can show Sen students where needed on stalls</li> <li>• Pork rolls and pizza and vegetable samosas to be sold</li> <li>• T-shirts (for committee) will be here by Fair</li> <li>• Prices to stay the same as last year and make signs</li> </ul> <p><u>Stalls</u></p> <ul style="list-style-type: none"> <li>• Cake stall needed- Maz will approach Sally O'Boyle and Esther will text Lisa White too</li> <li>• Julie will contact Sainsburys for cakes and will email staff</li> <li>• Maz will approach Lidl too</li> <li>• Advert in the newsletter asking parents for cakes too for Thurs 8<sup>th</sup> Dec</li> <li>• Alcohol and other bottles for the Bottle Raffle</li> <li>• Chocolate tombola- this has gone on the flyer, lots of chocolates left over from Round Hill Fair- Dorothee to offer £30 for them.</li> <li>• Hamper raffle- Vicky, Maz and Dorothee to make these up- picked out from the tombola donations- next Thursday</li> <li>• Play your cards right- Julie has stand from summer</li> <li>• Coconut Shy- need to do a test run first, can be put into buckets of site salt (ready for spreading the next day if needed). Coconuts ordered by Maz</li> <li>• Bouncy castle ordered -maybe an adult and a student</li> <li>• Face painting</li> <li>• Bag a Tube- Maz's daughter keen to run this</li> <li>• Racing cards- Maz to contact Alex from shop to see if he can come on the night- will need to be with another member of CRB checked staff</li> <li>• 6.30 pm for 'Geoff play' performers</li> <li>• 7.15pm for Band</li> <li>• 8.00pm for Federation Choir- all on the stage</li> </ul> <p><u>Outside Stalls</u></p> <ul style="list-style-type: none"> <li>• Jewellery stall- Julie to chase</li> <li>• Soap stalls</li> <li>• Skiing trip fund raising--no charge</li> <li>• Brain Tumour charity- no charge</li> <li>• Craft stalls x 6?</li> </ul>	<p>Promotion assembly- Karsten to remind staff doing it. Maz to send electronic version of flyer to be used in assembly. Student helper letters to be checked by Julie and printed by Karsten</p> <p>Esther to email out the prices from last year and do price posters</p> <p>Esther to get the non-alcoholics</p> <p>Maz will cover 3 more banana boxes for hampers</p> <p>Karsten to get students to test the coconut shys</p> <p>Maz to bring in mirrors Need to buy sweets for Bag a tube Karsten to set up PA etc.</p>

	<ul style="list-style-type: none"> <li>• Hair accessories</li> <li>• Cards and place mats etc- Dave?</li> </ul> <p><u>Where to place things</u></p> <ul style="list-style-type: none"> <li>• Corridor past base to place stalls</li> <li>• Door at both entrances- 2 buckets needed at entrances, Mae Lee to cover hot chocolate pots for floats</li> <li>• Food and drink served at canteen</li> <li>• Tea, coffee and Mulled wine and minced pie close by</li> <li>• Cakes opposite</li> <li>• Rest of tables around the main hall</li> <li>• Bouncy Castle and Coconut shy- Gym- music in there, beat box needed</li> <li>• Face paints- corridor</li> <li>• Outside stalls down corridor</li> <li>• Bag a tube in a classroom- benches needed</li> <li>• Xmas trees and lights up</li> <li>• Racing Cars in New Block- lights needed here too- white board needed to record results – Julie to supply and WB pens</li> </ul> <p><u>Shopping</u></p> <ul style="list-style-type: none"> <li>• Julie went through inventory of what was left over from Summer Fest</li> <li>• Maz recorded down the shopping list</li> <li>• Urns need checking- did have one especially for mulled wine, Julie’s room?</li> </ul> <p><u>People and jobs</u></p> <ul style="list-style-type: none"> <li>• Maz and Sean to do shopping</li> <li>• May-Lee decorating and sorting furniture with Julie</li> <li>• Bouncy Castle arrive around 4pm- Maz to chase this and will be picked up around 9-9.30pm</li> <li>• Students- Karsten collated names from Sen students and Student Council</li> </ul>	<p>Karsten and Mae Lee to sort the table layout also sort out beat boxes with PE staff Maz to send plans to Mae Lee so can tell cleaners where to set up things on night</p>
2	<p><u>Christmas Cards</u></p> <ul style="list-style-type: none"> <li>• Cards are on their way to school and should arrive tomorrow or Friday.</li> <li>• Could put them up on new notice board for all to see- arrive at Bramcote first</li> <li>• Maz wants to photograph them so that we can see them for competition and be judged- Nadia has been asked to judge</li> <li>• Dorothee to cross check them when they come in and then Vicky, Maz and Dorothee to get together tomorrow or at the weekend</li> <li>• To be sent out in tutor groups when sorted</li> </ul>	
3	<p><u>Funding</u></p> <ul style="list-style-type: none"> <li>• Paul Heery asking Julie to support with some money rewards for pupils who do well with Inspire reports</li> <li>• Requested £250 and AW school will match that amount- This was agreed by the committee</li> <li>• Dorothee will sort this with Sandra</li> <li>• Need to discuss with Nicola regarding how much our money is going to chairs and what is used for other things- Karsten discussed the fact that chairs at the moment are not an issue, keep this to an annual amount and use the money towards students</li> </ul>	<p>Dorothee to sort money out with Sandra</p>
4	<p><b>Next PTA meeting will be Wednesday 11<sup>th</sup> Jan. at 6.30pm in the Meeting Room</b></p>	

