



PRIVATE AND CONFIDENTIAL

Chapelford Village Primary School.

Chapta

Meeting time - TBC

Date	Meeting Agenda	Agreed Actions and Timescales	Agenda
6.10.21	<p>Diary dates</p> <p>Winter discos</p> <ul style="list-style-type: none"> • Dates • Organisation • Food • Letter • Payments <p>Pumpkin competition</p> <ul style="list-style-type: none"> • Letters to parents <p>Halloween trail</p>	<p>Emma to set up.</p> <p>Monday 13th - EYFS 4:30 - 5:15 Years 2, 3 5:30 - 6:30pm Cut off for reply - Tuesday 7th Dec</p> <p>Monday 20th December - Year 1 4:30 - 5:15 Years 4, 5 and 6 5:30 - 6:30pm Cut off for reply - Tuesday 14th December</p> <p>Offer tickets online - payments online too - PTA events Emma to find definite cap on numbers Add onto letters that parents must add dietary requirements. Letter - Emma and Deb. Gaby to send link from PTA. Let's be kids to work from a different classroom - Emma to sort. Inform Kim in the kitchen about the dates - Emma Gaby to order the food with Sainsbury's. Chapta to buy some Christmas decorations. School hall not to be used from 2:30pm - DW to inform staff.</p> <p>Send letter to parents Wednesday 6.11.21 - EN and DW Chapta to get prizes Gaby to contact manager of Sainsbury's</p> <p>Chapta to organise. Emma to support with advertising through social media.</p>	DW

	<p>Doughnut delivery</p> <p>Christmas cards</p> <p>Second hand school uniform</p> <ul style="list-style-type: none"> • Storage • Payments - honesty box • Notifying parents <p>Community support</p> <p>Funding Could Chapta fund £1000 a year for the aquarium? First aid training for children</p>	<p>To be rearranged at a later date. Link to Valentine's day - 12th February?</p> <p>Art work needs to be with Chapta for 4th November Notify staff this week - Art work to be finished by 13th October - sent home by 15th October Reminder to parents to send in Xmas card orders DW to organise giving the forms to teachers.</p> <p>Uniform to be dropped off into school - Friday 8th October. Wed 13th / Thurs 14th / Fri 15th Venue - side gate From 3:00pm Information to parents - EN, Chapta Graham to help lift boxes.</p> <p>Chinese New Year - what can we do to support our new families to the community? DW to speak to our EAL TA to ask for any ways we can support the community.</p> <p>Check with Chapta treasurer Think about fund raising ideas for the aquarium.</p> <p>Fund years 5 and 6 this year - £500 Current 4 next year - £255</p>	
6.12.21	<p>Winter disco</p> <ul style="list-style-type: none"> • Food • Helpers / correct ratio / first aiders • Info for teachers • Payment for disco • Decorations 	<p>Children with allergies - invite mum along to support in case of an allergic reaction Food is ordered</p> <p>Ratio is sorted with first aiders in attendance for all discos Year 1 - 66 Years 2 and 3 - 124 Years 4,5 and 6 - 182 Teachers have the final numbers. Teachers will inform Gaby is any children come to the door with allergies</p> <p>Decorations have been bought</p>	DW

	<p>Pantomime</p> <ul style="list-style-type: none"> • Chapta to support with the cost of tickets 	<p>DW has organised the with Let's Be Kids and teachers to use classrooms. Ensure cut-off date is adhered to for parents who haven't paid for tickets</p> <p>Agreed that Chapta will fund £4 per child towards the cost of the tickets for the pantomime</p> <p>AOB - Chapelford won Eco champions of the month and were awarded £100. To be mentioned on Facebook.</p>	
8.02.22	<p>First aid - whole school</p> <p>Easter disco</p> <p>Break the rules day - 1st April</p> <p>Chocolate bingo - 28th April</p> <p>School uniform sale</p> <p>Lottery funding</p> <p>Projects for the Summer term</p>	<p>Chapta will fund the whole school to complete first aid training - DW to organise with Lauren S</p> <p>DW to check for a suitable date.</p> <p>Clearer guidance on poster and with school office over how many items of clothing eg top - 50p, bottoms - 50p, dress - 50p</p> <p>DW to check that this can happen in school.</p> <p>Agreed that a uniform sale will be held in the summer term. A message to parents via Chapta newsletter will inform parents of uniform that is available which GH will sell when it is asked for.</p> <p>Lottery - has dropped slightly Push with school council. Consider what the children would like to spend the money on but would need to be a more substantial product.</p> <p>Frozen Fridays Summer family festival</p> <p>AOB</p> <ul style="list-style-type: none"> • Astro turf - Can Chapta fund this in year 1 / 2 playground. • Shade sails - landscapes for learning? To find new supplier and organise for the summer term. • Still outstanding - Chapta to pay for pantomime, London trip, aquarium - DW to see EN • Outdoor classroom funding has been resubmitted to lottery • Clothing bank is ticking over 	DW

		<ul style="list-style-type: none">• Year 6 YGL to think about possible end of year events that Chapta can support with.	
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