

Corpus Christi Parents Association Meeting Minutes

Friday 17th November 2017

In Attendance: Pauline Hughes, Victoria Clasen, Akosuah Owusu-Ansah, Gemma Hunt (part), Teresa Zych, Julia Smirnova, Marcia Boakye Keating, Bernice Adorborlor, Linda Bazanya, Ms Ruiz

Apologies: Bernie Butler Leyland, Nadya Morgenstern, Martha Opoku, Sian Roberts-Phelps, Anamaria Mulcahy Rosales, Anne Rodger

1. Actions from last meeting

Chocolate tombola - Pauline will introduce Victoria to Magda, who has a list of retailers to approach from last year to obtain donations.

Lucky bags flyer and email will be ready today.

Prizes for activities for children should be considered and purchased centrally via bookers.

Victoria to check with Anne on quantities for the booker order from last year.

2. Financial Update

It was agreed that the PA would liaise with Mrs Ruiz on a) purchase of new minibus and b) setting out longer term spending plans for PA funds.

- a) Purchase of new minibus: Mrs Ruiz to confirm how the school plan to staff the drivers – perhaps parental volunteers or perhaps purchasing a secondhand bus and using the remaining funds to pay drivers. A principle of value for money must be followed. Mrs Ruiz will start gathering quotes for the specification that they want. It was noted that the current minibus can be refurbished for c£3000 which was agreed to be worthwhile.
- b) Longer term spending plans: Gemma to work with Mrs Ruiz to come up with longer term priorities for spending PA money as we will have £10k in the bank post minibus and xmas fair and raise around £15k each year. Suggestions made during the meeting included additional drama and arts provision, back-lit LED displays in classrooms.

3. Christmas Fair

Wreaths

Victoria will place the wreath stall order next week through wholesalers deemed best value for money at the Chelsea Flower Market and will use an external service, costing £20, to collect and deliver all items the morning of the fair. Large wreaths will be priced at £40-50 *depending on wholesale cost*. There will also be an option to buy a simple fresh pine wreath to make at home, including a DIY kit; as well as small wreaths, cyclamens, succulents and garlands and mistletoe *depending on price and availability*.

External Activities

There will be:

— Christmas haiku writing - Explore Learning (£2.50)

- Miss Thomas will lead Rap/Garage Band workshop (£2.50). Victoria to follow up with Miss Thomas to clarify exactly what this workshop will entail.

-Drama Workshop – Creative Minds are happy to run two hour long workshops free of charge, if they have the opportunity to distribute leaflets. (£5)

Pauline will update the kids zone map to incorporate a ‘Creative Corner’ including these workshops.

Plans to hold truffle making and kids outdoor bulb-planting workshops were put on hold and will be organised for another time, perhaps as a PA Easter event. Pauline to contact Father Nature via Alex Rowan Robinson. Victoria to contact the Chocolate Museum.

Pauline to provide a draft programme and maps to Emily Waller for design. This should be available online and at the fair.

Sweet Stall

Pauline to talk to Ingrid about making the sweet stall mobile this year. If this works, we will need baskets or something to carry the sweets in, as well as little bags of sweets made up pre fair. To be added to the agenda of the next meeting.

Volunteer Action Plan

We still need helpers across all activities and all committee members are being asked to pitch in to help enlist more support. Face to face, individual approaches are typically most successful. Akosuah and Anamaria will lead on a volunteer recruitment plan and communicate how we can help over the next week.

Marcia suggested organizing a PA meeting specifically for dads. It’s historically been difficult to enlist consistent support from dads, particularly in the planning stages of events. We will add this item to a meeting agenda early next year.

Fair Communication

Marcia has started the Food Hall flyer, with a Winter Wonderland style. To send draft to Pauline for approval. Marcia to also move her post regarding the food hall to the PTA Social home page, so the entire community has the opportunity to see it.

Bernie has drafted a flyer asking for donations of books, toys, teddies, presents and chocolates. This will be in book bags on Monday. Raffle tickets are going out early next week with a reference to all prizes. The Christmas Fair raffle tickets will be a different colour to distinguish them from the church tickets.

Food Hall

Plates, cups, cutlery and napkins were ordered for food hall operations at the fair. The wi-fi is confirmed for music. Reusable table cloths will be ordered by Marcia and food hall volunteers according to their requirements. Free tap water will be offered so people can help themselves and drinks will be available as well for purchase. Food Hall + Kids Cafe managers have been asked to compile all items required as soon as possible for the bookers order.

Ticketing

Tickets for external activities and Santa's Grotto will be available to buy through the ParentPay shop and Victoria will work on a flyer to inform parents of this new system in advance. A limited number of tickets will be available the day of the event. The price for Santa's Grotto was agreed as £5 for one child and £7,50 for 2 siblings and additional gift with book will be offered for children. Julia is looking into the smaller gift, as well as a gift sack of sorts to store all the books. 'Santa's books' have now arrived to the school office and will be wrapped at the next PA meeting.

Advert Boards

Everything is going according to plan. Nadya reported that we have 71 boards at the moment.

MC

Richard Avery is signed up for two hours and we're as yet unsure whether Miranda Sawyer can also do two hours. Pauline to follow up with Miranda. If not, other possibilities include Dom Collard and Akosuah as a back up.

Christmas Fair Decor update

Most decorations are in hand, but a craft night will be needed to support this venture. Sian's supplier is unfortunately unable to provide table sections but this is not a problem as we will make do with the table shape we have (note: complaints last year about the awkward shape of the tables). Sian plans to order the snow machine and inform us of the costs this week.

4. AOB

None