**Notes from Richard Crosse PTA Meeting**

Present: Louise McGuffie (Chair), Amanda Taylor, Caroline Waldron, Martin Sleigh, Jo Forker, Debbie Clayton, Nicola Jarrett

Apologies: Tracy Gwinnett, Marcella Henley, Emma Whiting, Simon Ward, Lee Gwinnett

**Minutes**

Actions from the last meeting were reviewed and any updates provided. Specific, new actions are detailed below.

Treasurer

In order to protect the PTA finances in the event of fraud, a savings account has been set up to hold the majority of the funds. A smaller amount will be kept in the current account and be accessible using the debit card.

Our current accounting period ends on 31st August. In order to align this with how the committee works, this will be moved to 31st December. The impact of this will be a one-off 18 month accounting period.

We are still awaiting a ‘wish list’ from Miss Denby for items to buy. This has now been passed to Miss Powells to action.

Big Breakfast

|  |  |
| --- | --- |
| **Action** | **Owner** |
| Banner to be put up on Sunday 10th November in preparation for the event on the 16th. | Lee Gwinnett |
| Sign up Genius is now live for helpers and donations. Everyone to complete and also encourage other parents to contribute in whatever way they can. | All |
| Ask Paul Shum Butchers if they would be willing to supply sausage and bacon. Either as a donation or at a reasonable price. | Debbie Clayton |
| The subject of branded mugs was raised. This needs to be followed up with White Lodge in terms of price and availability. | Martin Sleigh |
| Ask the cook, Theresa, if she would be willing and able to help with the cooking. | Louise McGuffie |

Christmas Fair

|  |  |
| --- | --- |
| **Action** | **Owner** |
| There are a number of parent gifts left over from last year. These will be topped up from discount stores. | Amanda Taylor |
| 4-5 external stalls confirmed. | - |
| Set up Sign Up Genius for helpers. Use 30-minute time slots to see if that encourages more volunteers. | Louise McGuffie |
| Provide Christmas trees for the grotto and any others required throughout the school. | Debbie Clayton |
| Prepare the grotto on the day. | Debbie Clayton |
| Send out text to ask for cakes/biscuits donations from parents. | Louise McGuffie |
| We will not be doing face painting this year, however we will do the tattoos as these were very popular at the disco. It was suggested that the glitter tattoos would be a good idea too. | Amanda Taylor |

|  |  |
| --- | --- |
| **Action** | **Owner** |
| There are a number of parent gifts left over from last year. These will be topped up from discount stores. | Amanda Taylor |
| 4-5 external stalls confirmed. | - |
| Set up Sign Up Genius for helpers. Use 30-minute time slots to see if that encourages more volunteers. | Louise McGuffie |
| Provide Christmas trees for the grotto and any others required throughout the school. | Debbie Clayton |
| Prepare the grotto on the day. | Debbie Clayton |
| Send out text to ask for cakes/biscuits donations from parents. | Louise McGuffie |
| We will not be doing face painting this year, however we will do the tattoos as these were very popular at the disco. It was suggested that the glitter tattoos would be a good idea too. | Amanda Taylor |