

PTA Meeting
8th November 2022
The Topsham School
8:00 pm

Present: Joana Osorio (Chair), Nicola James, Sarah Powell, Rachel Freathy (minutes), Kate Sidaway-Lee, Jessica Powis, Anna Austin, Lucy Parkinson, Lindsey Henderson

<p>1. Introduction Joana welcomed everyone and explained the main goals of the meeting.</p>	
<p>2. Apologies for absence Sarah Musgrave, Maria White, Row Freeland, Niki Skeldon, Jill Adams, Matt Vahiboglu, Charlotte Moore, Natasha Luke, Jane Gravell, Catherine Vanrenen</p>	
<p>3. Minutes of the last Meeting</p> <ul style="list-style-type: none"> ● Approved ● Matters arising <ul style="list-style-type: none"> ○ Guy Claxton visited the school – successful visit. Mrs. Pipe thanked the PTA very much for supporting the event (£500). ○ Grant funding application: Jill and Charlotte are taking this on and will focus on this after Christmas. Maria will gather a list of school needs together. 	JA, CM, MW
<p>4. Topsham PTA website proposal</p> <ul style="list-style-type: none"> ● Joana has spoken with Matt V. about creating a Topsham School PTA website for various pieces of information: news; calendar of events; Your School Lottery; Silent Auction; Amazon Smile; contacts; payments; 2nd hand uniform – booking system for people who wish to buy uniform to arrange to view it at the shed; names of year reps; PTA meeting minutes. ● Idea is that Matt will set it up, and various administrators can then be appointed to manage content. ● Matt’s employer will host the website for free - Web Engineer Ltd 	MV with JO
<p>5. Christmas events</p> <ul style="list-style-type: none"> • Mindful Monday – Christmas cards for ELOF We can decide which date (ELOF will be sending cards just before Christmas). Decided week starting on 5th Dec is the preferred date (during the week after the Bazaar), and allows time after for late cards to arrive. Nice to be able to post the cards in a postbox. Joana will ask in the office if they have a suitable postbox for this. • Christmas Bazaar <ul style="list-style-type: none"> § Christmas Colour Hampers These are open for collections (within classrooms). Year reps to promote this (Rachel can send a message to the Year reps group to advertise and remind to sell tickets; year reps send example ideas). Raffle tickets were sent home today to sell. 2 books per family. Unsold tickets to be returned by Friday 	<p>JO</p> <p>RF and year reps</p>

24th, in time to community raffle sale Saturday in Topsham (26th Nov at Matthews Hall).

§ Preloved sale, Christmas jumpers and uniform

18th Nov Friday after school (same day as Crazy Hair Day & Children in Need). Kate and Sarah will run it. Other volunteers needed. There is a football club after school for KS1 so worth holding onto some of the smaller stuff until 4.30pm. Need a request for Christmas jumpers to go out now.

§ Year group Stalls and Santa's Grotto

Acorns: lucky dip and Snowman Game

Y1: name the teddy and sweets in the jar

Y2: preloved books and toys in good condition

Y3: 3 stations of games, including reindeer antler hoopla, tin can alley, candy cane drop

Y4: Christmas smash the naughty elf (similar to splat the rat).

Prizes? Can be claimed back but stall must be profitable— ideas about winning a token/stamp to get something from the preloved book and toy stall (nb could be a lot of traffic generated for that stall). Needs some thought.

Y5: Craft stall (Kate has some wood that could be useful) – need to rally some support.

Y6: bunting stall (need scraps of material donated) & chocolate tombola

Santa's Grotto: (Lindsey & Jane G) we have a Santa & outfit; 22 packaged prizes already are in the cupboard – will be taken for grotto. Need lights (existing lights have been tested and don't work – Lindsey will buy some more, or ask for donations? – nb PAT testing??). Other prizes needed. Reindeer food? Need elf outfits.

NB – we need to sort a list of requests for donations. Could include all things mentioned above and decorations for grotto. Hobbycraft gives donations for schools.

We have 3 external stalls; plan to seek more (squid & kid, sweet guy)

Year reps to promote requests for prizes etc – idea for a bulletin: "this is what we will need from your house" – collating the requests for everything needed for Christmas events.

KSL and SP

**RF –
Christmas
jumper
request**

Year reps

LH and JG

**RF and Year
Reps**

§ Bar, Food and Café

Bar

We have access to cheap mulled wine: 20L for £51. Free cold cocktail, to be made freshly for it. That's probably enough.

Need soft drinks (but that is for café: tea, coffee, squash to be available with cakes and mince pies).

Need something to warm up wine. It has been done before – need to check. Lindsey did this last year and borrowed a hotplate from Michelle Coles.

Float and card reader needed (Catherine had this last time?)

AA

Niki will run the café. Likely set up close to bar. Ask for donations of cakes and mince pies.

Cups? – can we do byo? Avoid disposable as much as possible? Sponsor for Topsham School cups? – something to consider for the future?

Food – by Lauren and Jemma from year 5. Food donated by a parent (Van guard sponsor).

NJ

§ Payment options

We have one card reader. It is possible (but not easy) to use a phone as a card reader (but would be helpful if we had multiple devices). Should we buy another card reader? Yes.

Can we buy tokens in advance? Yes – can transfer money and then collect bagged-up tokens just before the bazaar.

Tokens can be sold just before bazaar starts too.

Which payment method for which stall?

- Stalls just tokens (50p or £1 – multiples of 50p)
- Café, bar and food – accept all payments
- External stalls – cash only

JO

§ Performances

Choir

Ukulele

Instruments

Timings: 3.40pm start; 6pm raffle.

We will make a map of where everything will be when we meet Maria White.

Teachers will be available: possible face painting stall. Also maybe as an elf (Mrs. Watts) for Santa's grotto or reindeer (Y3 stall).

JO

Promotion of Bazaar: Jo Broadhurst is happy to do the poster.

JB

<p>To ask for donations:</p> <ul style="list-style-type: none"> - Christmas jumpers (urgent for this week) - Hamper donations - Lucky dip prizes - Preloved books and toys - Christmas decorations and lights for grotto - Fabric for bunting (old shirts, table cloths etc) - Craft supplies 	<p>RF (whatsapp message)</p>
<p>6. AOB</p>	
<p>7. Date of next ordinary meeting</p> <p>Tues Jan 18th 2023</p>	

- JA Jill Adams
- CM Charlotte Moore
- MW Maria White
- MV Matt Vahiboglu
- JO Joana Osorio
- RF Rachel Freathy
- KSL Kate Sidaway Lee
- SP Sarah Powell
- LH Lindsey Henderson
- AA, Anna Austin
- NJ, Niki James
- JB Jo Broadhurst