

The Topsham School PTA

Meeting Minutes

Thursday 14th November 2024, 8.00pm

The Globe, Topsham

<p>Present: Rosie Abraham RA Nicola Dow ND Martha Gibbons (Minutes) MG Sophie Gibson SG Niki James NJ Joana Osorio (Chair) JO Sarah Powell SP Jess Powis JP Kate Sidaway-Lee KSL James Taylor JT</p>	<p>Apologies: Jo Broadhurst Nick Coleridge Lindsey Henderson Teri Lammin Nadine MacLennon Giancarla Setter Catherine Vanrenen</p>
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		ACTION
1	<p>Welcome and apologies</p> <p>JO welcomed the team and apologies were noted as above.</p>	
2	<p>Minutes of last meeting</p> <p>The minutes from the October meeting were agreed to be an accurate record, with the following matters arising:</p> <ul style="list-style-type: none"> - JO thanked SP and JT for their help clearing out the PTA store cupboard. JO will be going to the store at 9am on Wednesday 20th November if anyone wants access to see what resources can be used for the Christmas Bazaar. We noted that anyone entering the school building outside of school hours must have a current DBS or be accompanied by someone who does. - JO asked again for suggestions for corporate sponsorship incentives. SG will draft a basic sponsorship package as a working document and send to JO to circulate. - JO requested that the Year Reps do not use the WhatsApp group for discussions; it should be purely for disseminating information. There was in-depth discussion about the school's spending priorities and process of requesting and approving how the PTA's funds are spent. We noted that there has been an increase in the past year in communications from the school asking for donations, which has caused some parents concern around use of PTA money. JT suggested utilising the PTA website to collate a wish list from parents, which the PTA could share with the school for consideration. This discussion will be added to the next agenda. 	<p>SG</p> <p>JO</p>

3	<p>Christmas initiatives</p> <p><u>a) Cards / Gifts</u></p> <p>All members to send final reminder to year groups to order cards by 15th November.</p> <p><u>b) Christmas Hampers</u></p> <ul style="list-style-type: none"> - Reminder that hampers are in place by the school office and ready for donations. - Raffle tickets will be sent home with pupils tomorrow (15th November) for families to sell. - Community sale of raffle tickets will take place on Saturday 30th November outside Matthews Hall. JO to confirm times. <p><u>c) Christmas Bazaar</u></p> <ul style="list-style-type: none"> - Set up can begin from 1.30pm. - KS-L will coordinate token purchases and collections. - JO reminded the group about the availability of private stalls for £15. Members will promote to local businesses. - JT will investigate use of the candy floss machine to sell in bags. - NJ will provide a gas burner to warm mulled cider – to liaise with NC/SG - Nadine has negotiated an excellent deal with Educatering to provide pulled pork baps at £1.60 each, for us to sell. They will also supply a staff member to help serve. - SG will coordinate additional food options (e.g. macaroni cheese pots) with Big Acorns parent Charlie Urry, who has offered his services. - JO asked for additional volunteers for the token collection desk, prize table, food, etc. She will coordinate a rota. - NJ will coordinate with Miss Greygoose for Year 6 volunteers to be Santa’s elves. - JT will create/source signage for Santas Grotto. - Christmas carols: Paul (Poco Drom) is happy to come in the day before to do a sound check with the choir. ND to connect him with Mrs Todd to arrange. - Class stalls: <ul style="list-style-type: none"> • Acorns: TBC (likely Snowman and/or Lucky Dip) • Year 1: Lolly Lottery • Year 2: Santa Pong • Year 3: Craft stall - DIY decorations (TBC) & nails • Year 4: Cake stall - guess the weight, word jumble. • Year 5: Glitter tattoos • Year 6: Chocolate tombola <p>All year groups are to provide their own stall signage showing the price and prizes.</p>	<p>ALL</p> <p>JO</p> <p>ALL</p> <p>JT</p> <p>NJ / NC / SG</p> <p>SG</p> <p>JO</p> <p>NJ</p> <p>JT</p> <p>ND</p> <p>SG</p> <p>ALL</p>
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	<ul style="list-style-type: none"> - Prize stall: JT suggested minimum prize cost of two tickets and more high-ticket items. JO confirmed there is no call for donations from parents this year. Jo Broadhurst is investigating possible sponsorship of the Prize Stall from Rodney Spiller. - KSL will write a FAQ document for the Christmas Bazaar for distribution to parents via newsletter and SchoolGateway. SG / MG to prepare relevant comms. - JT will set tariffs and arrange signage for the Prize Stall. 	<p>KSL SG / MG</p> <p>JT</p>
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Date of next meeting:

Thursday 6th February 2025, online via Zoom