**M I N U T E S**

**Wallace Fields Junior School PTA**

**Friday 28th September 2018 2-2.30pm**

**Present:** Fran Madel (Co-Chair), Lucky Patton (Co-Chair), Claire White (Treasurer), Julie Kingsley, Emma Stewart, Mark Whitehouse, Victoria Churchill (Acting Secretary), Andrea Day (part).

1. **Welcome from new chairs -** Fran and Lucky opened the meeting. Discussion to follow about distinct roles and whether co-chairing is best way forward. Decision will be made prior to formal election at AGM. **Note – After meeting it was agreed that Fran would be chair and Lucky would be vice-chair and Mrs Day has been informed of this.**
2. **Forthcoming events –**
* **Winter Disco –** Lucky reported lots of volunteers and is leading on this event. Need to ensure there are leads for each disco and film night going forward.
* **Race night –** Fran leading - will do nibbles and tables. Will ask for help if she needs it. Poor uptake of sales so far. Will send reminders via bulletin, Twitter etc.
* **Fireworks –** Team of helpers in place – Fran, Carolyn Tesslement, Catherine H-T are main contacts. Ian has offered option to do chilli and burgers and sausages. This had previously not been an option as the infant school kitchen was not available for use. BBQ for schools to use jointly to be purchased. £100 each. Agreed. Vats from Epsom College will be required. Fran has contact and Vicki willing to collect urns. TENS for this will needed to be completed with infant school. Vicki will contact Karen Telling and they can do together. Fliers will need to go out before half term.
* **Christmas Fair –** Fran will be leading on this.
1. **Fundraising Targets** – we have started this year with £13,700. Discussed ideas for future fundraising including a £100 raffle – 100 raffles tickets are sold at £100 each and there are prizes of significant value including a massive cash prize. Unsure whether this will be appropriate for the school, but discussed other means of focussed fundraising, including year based fundraising targets with specific wish lists per year and some competition amongst years and classes for reaching targets. This would potentially be supported by class reps.

Mrs Day was asked about funding requests for the year. Suggestions included more chrome books, the pantomime visit, the BBQ and more tokens for house groups.

The infant school had last year developed a document outlining areas that the PTA would like to direct the funds raised for the school, and it was agreed it may be of benefit to clarify the role of the PTA for the benefit of new parents.

Discussion as to whether clarification is required regarding funds paid to school and whether they go to PTA or directly to school.

Consideration to be given to re-starting PTA newsletter.

1. **Non-Event leads –**
* **Silent auction** – Vicki will take this over from Simon Yeung and will contact him Emma Stewart and Julie Kingsley very kindly agreed to help her with this.
* Other funding opportunities discussed – mufti collection days for winter and summer fairs, regular reminders for easy fundraising and smile Amazon via Twitter and newsletter. PTA can have access to Twitter – consideration to be given to own account.
* Year 6 specific events will need leads.
1. **Date of next meeting**

AGM Friday 9th November at 2:30

New roles to be officially appointed at AGM. Trustees to be replaced.