Mosspits PA – Meeting 23rd Nov 2018

Present: Karen Owens, Sandra Worsley, Emma Abbott, Emma Weeks, Justin Bailey, Leanne Lincoln, Jill Tinsley,

Apologies – Louise Everitt, Amanda Borthwick, Andrea Clintworth , Kathy Doyle, Cheryl Mounsey, Christine Mounsey

1. **Committee Members Allocated**
   Leanne kindly offered to manage the PA social media
   Sandra kindly offered to manage role of Treasurer
   Emma to contact TSB bank to check requirements for new signatory - EW
   There were no nominations for role of Chairperson to date
   Advise if school or PA would fund DBS checks to enable committee members to work within the school as required – LE

2. **Christmas Raffle**
   Emma W to organise printing of an additional 5000 raffle tickets –EW
   Emma W to amend raffle letter and sent to school for printing - EW
   Emma W to order 500 envelopes for letters and tickets to be sent home in – EW
   Justin to create poster for Raffle promo – JB
   Leanne to promote on SM - LL
   Deadline for donations is 30th Nov, all prizes need to be delivered to Louise Everitts office for safekeeping – All
   PA members to meet Fri 30th Nov @ 9am coffee morning to collate tickets and letters to envelopes and deliver to classrooms
   Jill to ask Y1 mum Kelly to sell raffle tickets at xmas assembly-JT
   Leanne to sell raffle tickets at Y2 xmas assembly – LL
   Confirm who was due to sell tickets at reception assembly - ??
   Jill and Leanne (plus anyone else who can help) to meet 14th Dec to collect tickets and add to tombola ready for draw on 17th Dec – LL, JT
   Add £100 donation from PA to golden time resources, add to letter - EW
   Volunteers required to distribute prizes post draw – possibly calling/messaging parents to inform them - All

3. **Film Nights**
   'Home Alone' Wednesday 5th December – Lower Hall 5pm £4.00 pp – 23 TICKETS SOLD
   'Arthur Christmas' Wednesday 12th December – Lower Hall 5pm £4.00 pp – 20 TICKETS SOLD

   Both family events where parents and carers attend with the children - Sell 100 max tickets per film.

Purchase drinks and snacks to sell at event (Snack deal – popcorn, drink and choc for £2)– EW
Check if popcorn machine is in working order – JB
Order large paper cups for popcorn if required - EW
Email Mr Taylor re hall chairs -EW
Set up laptop and AV equipment to show films – KO

Promote on Social media platforms – LL
Announce safety info and toilet info at start of films – LE
Volunteers for 5th Dec – Leanne, Amanda, Louise Everitt (Cheryl and Christine may be able to help too) Emma W, Kate McGinn
Volunteers for 12th Dec – Cheryl, Amanda, Louise Everitt, Kathy

4. **Glow Disco 2019**
Book TJ the DJ for Thu 7th Feb 2019 –quote was £160 – EW
Purchase UV face paint
Reception, Y1,Y2 – 4pm-5pm
Y3-Y6 – 5.30-6.30pm
£5 per child – add to parent pay in January

5. **Review of Communications**
All events need to be promoted via letter emailed to parents with live link to pa shop
Review website analytics – how to parents/carers use the website? – KO?
Can live link to pa shop be added to home page for ease of use – KO
Text parents/carers with live link to pa shop – KO
Promote to teaching and support staff and ask for their support – KO
Create flow chart of critical path for event promotion – EW

Check Trello app for ease of communications between pa – EW
Check tweet deck for scheduling of tweets – LL
Send reminder text to all parents and carers re social media and links – KO
Send details of lottery admin pages to Leanne to promote on all SM - EW

6. **Bids for 2018/19**
Panto for whole school Jan 2019 - £1500
Health Week whole school – approx. £1800

7. **Ideas put forward**
Contact all teaching staff to request their ideas and input for funded items that would benefit the whole school
Funding for Forest School
Funding for playground markings
All bids to be formally requested via email and discussed at PA meetings
Create letter to parents re match funding – JT to send to KO

8. **Under stage stock –** Need to check quality of items before the sale – re arrange for 2019

9. **Next meeting** – TBC in 2019
   It was suggested to organise an evening pa social in local pub in Jan 2019 – date TBC – please message with your suggestions on date/time/location