

<p>Charly - morning shift (9 - 12)</p> <p>Lisa - afternoon shift (12-3)</p> <p>However, more volunteers are needed, as the event takes around 14-15 people to run.</p> <p>The following timeline was agreed:</p> <ol style="list-style-type: none"> 1. Buy presents from Home Bargains in Beckton, IKEA or other shops - ASAP 2. Buy tags online and have them delivered to the school - ASAP 3. Create the poster for the event, put up around school and send Parentmail - ASAP 4. Publish the event on the PTA website - ASAP 5. Mention event in the PTA update - 5 February 6. Send letter about the event in children's book bags - 26 February 	<p>Nicola/Vanessa to action 1</p> <p>Lisa to action 2</p> <p>Charly to action 3,4 and 6</p> <p>Carrie-Ann to action 5</p>
<p>Corporate fundraising</p> <p>Vanessa gave an update on the corporate fund-raising sub-committee, who met for the first time on 18 January. The objective of this subcommittee is to raise additional funds or find alternative resources that can contribute to the school's projects. The main projects the committee will focus their fundraising efforts on are the works required on the two playgrounds (early years and main playground). As a secondary goal, the committee will attempt to find volunteering groups to landscape and maintain the pond and wildlife area.</p> <p>The committee members so far are: Charly, Vanessa, Mark and Korina. If anyone else wants to be involved, please contact Vanessa.</p> <p>The minutes from the sub-committee meeting will be sent around to the rest of the PTA members and will also be posted on the PTA website.</p> <p>The first step is to get some background info from the school about the projects, so that it can be reused in all the fund-raising applications.</p> <p>Korina fed back that one of the potential volunteer groups to help with the gardening work required for the pond and wildlife area</p>	<p>Vanessa to send minutes to Caroline</p> <p>Charly to post minutes on PTA website</p> <p>Charly to meet with Toni/Ruth and get background info</p>

<p>is the Transition Leytonstone team. Caroline has already approached them and , whilst they would be willing to provide some of the flowers as well as guidance, they would not undertake the actual work</p> <p>Vanessa mentioned that one of her neighbours may be able to assist with any gardening work</p>	<p>Vanessa to approach her neighbour re: gardening work</p>
<p>Bag2School</p> <p>Carrie-Ann reminded everyone that the clothes bags must be dropped off on the actual day of the collection (2 February)</p>	
<p>John Lewis Community Matters scheme</p> <p>Caroline reminded everyone that the scheme runs at the John Lewis cafe in Westfield until 31 January</p>	<p>Caroline to provide a funds raised update once the scheme closes</p>
<p>Film Club</p> <p>The film club for years 3 - 6 will be organised again this year by Stephanie and Vanessa. The film club for years 3 and 4 will take place sometime after Easter, whereas years 5 and 6 will get their screening before the end of the year.</p> <p>Stephanie asked if there are any limits on the number of children that can attend. Carrie-Ann confirmed that the school would prefer if no more than 20 children were at the hall for the screening</p> <p>The screening will take place after school, for 1 1/2 hours (3:15 - 4:45)</p> <p>The AV equipment needs to be checked beforehand</p> <p>Charly volunteered her services for any comms required</p>	<p>Vanessa to check the AV equipment prior to the screenings</p>
<p>Winter Fair update</p> <p>Vanessa gave an update on our proceeds from the winter fair. Overall, we raised £3500 (including the Theydons funds). Caroline mentioned that the raffle alone raised £685</p>	
<p>Summer Fair and raffle</p> <p>Carrie-Ann fed back to the group that she will not be in a position to organise the summer fair this year. The amount of effort it takes to organise an event of this scale is too much for</p>	<p>Korina to document all of Carrie Ann's activities and break</p>

<p>one person to handle (it takes Carrie-Ann about 30 hours a week for the last 3-4 weeks before the event)</p> <p>Caroline mentioned that she will not be in a position to run the raffle for the summer fair as this is also an extremely time consuming activity.</p> <p>Both are happy to hand over to other members of the PTA going forward. The overall consensus is that this type of activity should be broken down to smaller tasks, with individual PTA members taking responsibility from beginning to end for the delivery of a task.</p> <p>Ruth suggested that we expand our volunteer base by targeting parents who have an extensive network of contacts, evidenced by their interactions during drop off /pick up times and school events.</p> <p>Another suggestion is to limit the number of events that the PTA undertakes every year. For example, the raffle could be just run once as part of the Winter Fair event.</p> <p>The other issue with the Summer Fair this year is the timing, as Ramadan starts on 6 June and ends on 5 July. After much deliberation around holding the event on the weekends of the 9/10 or 16/17 July, it was decided that it would be better to hold the fair during Ramadan rather than delay it till the end of the summer term</p>	<p>down into smaller tasks</p>
<p>Funding request</p> <p>Ms Ellis has asked if the PTA would be able to fund the replacement of the sound system, at a cost of £505. The PTA agreed to this request</p>	<p>Vanessa to raise cheque and leave with the office FAO Carol Ellis</p>
<p>Storyteller</p> <p>Ruth reminded the PTA that the storyteller is coming in on 11 March</p>	
<p>Next meeting</p> <p>The next PTA meeting is scheduled for 24 February, at 7:30 pm, at the United Free Church , Wallwood Road, Leytonstone</p>	