

PTSA Meeting

Wednesday, 16th November, 7.30-9.00pm

United Free Church, Leytonstone

Attendees: Carrie-Anne Hall, Chair (CAH); Emma Bowman, School Uniform Co-ordinator (EB); Korina Gerolazou, Vice-Chair (KG); Vanessa Mulholland, Treasurer (VM); Ruth Doak, Deputy Head (RD); Lisa Greenwood, Secretary (LG); Simon Craner, Business Manager (SC); Cleo Ovenden-Hedges (COH), Nicola McEwen (NM), Caroline Hanks (CH), Jolene Easdale (JE)

Apologies: Jo Twyman

Agenda Item	Action / Owner
<p>Class Christmas gifts All the gifts apart from Yr 6 have been bought. Stephanie Pamment and Ben Bradley are buying the wrapping paper and will be wrapping the presents NM has kindly offered to donate 6 rolls of wrapping paper. CAH will ask the staff which is the best date for the gift delivery and get in touch with father Christmas to see if he can make time to deliver the gifts!</p>	CAH
<p>Uniform update CAH shared the good news that the Tesco website is up and running again, and they have resumed offering the embroidery service. EB has cleared most of the backlog of outstanding orders. Going forward, it makes sense for EB to have access to a separate account and to use a debit card from that account for any future orders. CAH will go to HSBC in January to open up the new account.</p> <p>A Parentmail needs to be sent to let parents know that we are not taking any new orders after December 10th</p>	CAH CAH
<p>Events update CAH shared an update from the Spooktacular disco – we made a profit of £716.69. We all agreed that the bag drop requesting volunteers worked well, so we will be doing this for every other event in the future</p> <p>VM gave an update from the curry and quiz event – we made a profit of £375.</p>	
<p>Christmas fair planning KG gave an update on the preparations for the fair. So far, the biggest issue is attracting volunteers for the event. We discussed the possibility of running a shorter event (12 – 2pm), but that will not allow enough time for the number of grotto bookings we usually get. We confirmed that we will be running a barbeque, crafts, a pocket money stall and cakes, but all other stalls are still missing volunteers. VM will not be able to attend, so CAH will be the treasurer for the day.</p>	

<p>Funding pledges and Simon's update</p> <p>We discussed how the £6,000 PTSA pledge for the playground development will be allocated.</p> <p>SC gave an update that he has received 2 supplier quotes for the Astroturf and is expecting 1 more next week. The average quote so far is around £3,000.</p> <p>He has also looked into quotes for the KS1 playground wooden shelter. Depending on its dimensions and building material (plain wood vs. Perspex), the quotes range between £3,000 and £5,000. The shelter should go in the area of the playground directly outside the 1S class door.</p> <p>Depending on the total costs of both initiatives, the PTSA might decide to wholly fund them (if the amount does not substantially exceed the pledged £6000), so this remains an open decision for the next meeting. SC will provide a further update at that point</p> <p>-</p>	<p>SC</p>
<p>Funding criteria</p> <p>The group has added one more criterion to the ones agreed during the last meeting.</p> <p>Any money donated by Theydons will be earmarked for the regular PTSA pledges only (e.g. Yr6 books, Christmas gifts etc.).</p>	
<p>AOB</p> <ul style="list-style-type: none"> -We still need a volunteer who will run the "Bag 2 school" initiative. RD suggested that we contact some of the reception parents for this. She will talk to Mark and Krissie - Craig the storyteller is due to come in January. RD to confirm date with VM - We briefly discussed the next event planned for the new year. COH volunteered to run another curry & quiz night, possible dates are: January 26th, February 8th or February 9th 	<p>RD RD COH</p>

Date of next meetings:

Daytime (to include students): Friday, 2nd February at Gwyn Jones

Evening: Wednesday, 18th January - Location TBC