Minutes of the Meeting Dated Monday 15 October 2018

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<th>Attendees</th>
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**Item**                               **Lead**

**Welcome**
CR welcomed everyone to the meeting and apologies were confirmed.

**Quiz**
CR confirmed that only one table had been purchased and therefore a decision needs to be made about whether we run the Quiz or postpone.

Following discussions it was agreed by all that the Quiz should be postponed.

CR will ask WG to cancel the quiz master.

**Disco**
Confirmed that this will take place on Thursday 29 November 2018. Disco is booked.
Volunteers will be asked for on the letter but will be limited to 10-12 plus CR, LT and BC to run the doors. LT explained always have lots of volunteers for KS1 not so much KS2.

During the meeting the following members volunteered:

KS1: RT
KS2: DJ, SR, TB, RT, CB

Teacher volunteers – asked that teachers assist with event – with supervision of toilets etc – JB said he will ask for some attendance.

Letter – LT to prepare letter to go out to children – need to add to the letter that there should be no mobile phones.

Drinks/Sweets: KS1 – Juice (free) and packets of Haribos (20p)
KS2: Juice (free) and pick a mix plus packets of Haribos.
Suggested that some 25pence mixes are made up in advance.

LT/CR will sort between them the juice and sweets for the disco.

Heighington Xmas Market

Volunteers to run the stall. LT said that we need a few more people to offer to run the stall during the day we have cover for set up and until lunch time.

TB and CB offered to do 3-4 and tidy the stall away. SR and RT offered to do 2-3 and DJ offered to do any slot needed.

- Water/Wine – this was a very popular event – CR to get wine and LT empty wine bottles. CR/LT will wrap up.
- Lucky Squares – LT get card - £1 a go – three hampers as prizes.
- Lucky Dip – TB agreed that she would undertake this. 100 girls and 100 boys gifts to be purchased. TB asked if someone could help her wrap the gifts – CB offered to assist. The large black dustbins from school will be needed – JB confirmed that school open on day of market so they can get dustbins on the day. TB confirmed that she will attend first thing to set up the lucky dip.
- Chocolate Sleigh – CR is hopeful that this will be obtained again and its guess the street Santa visits to win the chocolate sleigh.
- Spin the Wheel – LT to get the chocolate/sweets for this game.
- Hampers – WG has sent the letter out to a number of local businesses if anyone wants to send to someone else then please do. LT will distribute letter to anyone who wants it. On 12th consideration as to what we have as donations will be looked at so we can see where we will be at in respect of hampers.

Bazaar

Not sure on the date for this yet but CR asked for confirmation that the PTA can have a table for lucky squares and maybe a small game. JB confirmed that no date has yet been set but yes PTA can have a table.

Wine Tasting

CB put forward a wine tasting evening that it hosted and provides games with a disco at the end. Need 64 people minimum and it is £20 a ticket. They have availability in March and they require a deposit of £100.

All agreed good idea for an event.

Date agreed on 15 March 2018 at 7.30.

Suggestions to create an event on Facebook – CB told to speak to NF about this.

CB will liaise re poster for event

Cinema Night

CB suggested going a film and popcorn night for the kids – purchase a popular film and play it in the school and supply popcorn and a drink. Charge £5 to include watching the film and having the snack.

Everyone thought this was a good idea and JB said he would look at dates to see if we could fit one in by the end of the school year.

GDPR

The minutes that will be put on the school website are not GDPR compliant as we do not have a signed consent order from each of the members of the PTA. This is something that will have to be
produced but in the meantime if the minutes can be placed on the website with just members initials on – consent form will be created and copies brought to each meeting to enable members of the PTA to sign. LT to liaise with the school re consent form.

**Newsletter**

JB confirmed that the next Newsletter will be out next week so if PTA want to include something then to get to him by the end of the week. LT confirmed she would provide something.

**Funding**

No requests been made as yet – JB confirmed that staff are currently planning their year and activities suspect requests will be made soon.

**Next Meeting**

Been a request to undertake on a Tuesday evening. LT asked if it would help if future meeting set in advance – JB confirmed that would assist – LT to bring this to AGM.

AGM on 12 November 2018 at 6pm at School Hall

Lisa Turner
Secretary
Friends of Millfield PTA