

Coppermill PTA Meeting – Monday 11th September, 2017

Present from PTA: Charlotte, Emma, Natalie, Hannah (apologies – Sarah, Kamila)

Present from staff: Nicolianna Petridou (School Business Manager)

Events planned this term:

12th Oct - PTA Coffee morning – 12th Oct

6th Oct - International Celebration (3.45-6pm)

19th Oct - Halloween Disco (Reception, KS1& Yr3 – 4-5pm, Yrs 4,5,6 – 5.15-6.30pm)

1st Dec – non uniform day (for fayre) 8th Dec Xmas Fayre – 3.45-5.30pm

PTA Coffee Morning

- Natalie & Hannah to sort coffee
- Natalie & Hanna to bake goods, Charlotte to buy
- Use coffee machine in staff room and teapots
- Print off newsletters to have in room – Charlotte
- Check Figen can attend – Charlotte
- Dry wipe board to write on – Nicolianna to arrange
- Ran over risk assessment with Nicolianna

International Celebration Event

- Discussed how best to charge for food. Eventually agreed £1 per plate as before probably simplest way to do it (perhaps slightly smaller plates than last year)
- Discussed labeling – ensure we have plenty of labels and direction so donors label their food as it arrives (no nuts or gelatin as always)
- Ideas for activities – colouring-in for kids – world landmarks etc.

TO DO:

- Poster needed (can Kamila do? If not, Jo?) – to ask – **Charlotte**
- Check plates, cups and cutlery sufficient (new plates?) – **Natalie or Hannah**
- Remind Figen & Will about possible performances for the event – **Charlotte**
- Draft up email to tell parents about the event – **discuss at next meeting**

General

- DBS checks – Emma has one. To get one for Kamila? (Discuss with Kamila)

GENERAL TO DO:

- Discuss possible spend based on current account balance – **discuss at next meeting?**
- Discuss comms plan to parents/helpers about other events this term and how to get involved with PTA – **Charlotte will draft something rough to discuss at next meeting**

Next meeting

Monday 25th September