

Coppermill PTA Meeting – Monday 16th October, 2017

Present: Charlotte, Kamila, Hannah, Natalie, Bex Ward
 Apologies: Emma

HALLOWEEN DISCO – 19TH OCTOBER

- Ms Airey will do judging. Ms Pytel will do face paints
- Bex is going to try and get Naomi (Rudy's mum) to do few dances with kids if she's up for it

TO DO

- Pick-up popcorn, buy drinks and crisps (oranges?) – **Natalie**
- Buy cakes - **Hannah**
- Purchase drinks & crisps - **Emma**
- Sign for tickets - **Kamila**
- Ensure prizes and certificates ready - **Hannah**
- Draft email reminder to parents about event & email out reg helpers – **Charlotte**
- Meet Nicoliana for risk assessment - **Charlotte**
- Make jelly for lucky dip – **Kamila, Hannah, Charlotte**
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		Who ?
Setting up	Decorating hall (from 1.30)	Kamila, Hannah, Charlotte, Emma B, Layla From 2pm – Lara From 2.30 Emma (Thomas, Liam, Harry's mum) (Natalie & Caroline food bagging)
Disco 1	Door (x2)	Kamila,
	Kitchen (x2)	
	Lucky dip	Charlotte
	Tattoos	Ned, Omar & Kensie (yr 6 pupils)
	Face painting	
	General – back door check & competitions	Emma B
Disco 2	Door	Charlotte
	Kitchen	
	Lucky dip	
	Tattoos	
	Face painting	
	General	Emma B
Tidying up	Moving tables	
	Tidying up	Emma, Natalie, Charlotte, Hannah

Ticket sales

	AM (8.45am-9am)	PM (3.20-3.40pm)
Mon 16th	Kamila, Sarah	Charlotte/Hannah
Tue 17th	Kamila, Sarah	Natalie/Bex
Wed 18th	Bex/Hannah	Charlotte/Natalie
Thur 19th	Charlotte/Hannah	-----

Gen

We cleared out the PTA cupboards – phew! Big thanks to Bex for her help sorting out all the craft materials!

Next meeting - 1st day back after half term – 30th October