Parent Council Minutes

12th September 2018 / 3:15pm / Staff Room, RAPS

# Attendees

Mr Budge, Miss Beech, Astra Buckley, Lizzie Prince, Caroline Donoghue, Emma Jackson, Beth Hollow, Sabrina Havell, Luke Havell, Aimee Trevelyan, Melissa Hodder, Aillish McDonald, Heidi Lockitt.

# Agenda

* Decide if we should become a PTFA and register as a charity.
* Set up a bank account for our funds.
* Discuss Macmillan coffee morning.
* Organise sub-committees for disco, coffee morning, comedy night.

# Notes

* Trustees have been decided:
	+ Astra Buckley - Chair
	+ Lizzie Prince - Vice Chair
	+ Emma Jackson - Secretary
	+ Sabrina Havell - Secretary
	+ Caroline Donoghue - Treasurer
* Minutes to be published on website.
* Caroline and Emma to sort registering as a charity and set up bank account for funds.

**DISCO**

* Children's disco set for Thursday 27th September.
* KS1 at 3:15-4:15, KS2 at 5-6:15.
* iPod for playlist.
* Use decorations we have.
* Sweets and squash to sell.
* Send out disco letters, ask for allergies on letter.
* Office will be closed, need to create a ‘register’ to keep a check as to who is and isn’t there.
* Miss Beech will liaise with staff for helpers.
* Disco committee - Astra, Aillish, Beth, Heidi.
* Committee will meet again to organise details for disco and finalise plans.

**Macmillan Coffee Morning**

* Move coffee morning this month to Friday 28th Sept.
* Hold coffee morning 8:30-10:30
* Coffee and Tea will be needed.
* Few of us to bring in cakes/make cakes.
* Lizzie asked to make a note - Laura Nicholls: Cakes.
* Flyer sent out to children, posters can then go up.
* Own clothes day for children same day, £1 donation.
* Introduce parent council at coffee morning.
* Inform parents we plan to hold swap shops every now and then (clothes, books, etc).

**Comedy Night**

* Mr. Budge wants to be on committee for this.
* Melissa, Emma, Sabrina, Beth, Keith, Caroline, Aimee, Kevin and Alison on committee. Aimee has said she won’t help on the night but will help selling tickets etc.
* Amend poster to not associate school with comedy night.
* Can we put who comedians are on poster?
* State bar opening times - not open after show ends.
* Security needed?
* £10 per ticket.
* General public welcome.
* Meeting needs to be set up to discuss Christmas Fayre.
* Meeting needs to be set up to discuss Summer Fayre.

# Action Items

1. Caroline and Emma to register us as a charity and set up bank account ASAP.
2. Disco committee meet up to organise disco.
3. Comedy Night committee meet up with Andy Hodder to discuss what needs to be done.
4. Lizzie design leaflets for coffee morning to go in bags, Emma put up posters.
5. Make a new monetary target we would like to try and reach this school year.
6. Discuss next meeting date.

# Next Meeting Agenda

**NEXT MEETING** 15th October 1018 / 3:15pm /Staff Room, RAPS

* Discuss outcome of registering as a charity and setting up bank account.
* Review comedy night progress.
* Discuss how well disco and coffee morning went.
* Organise sub-committee for Christmas Fayre.
* Organise sub-committee for Summer Fayre.
* Look at other events we can hold for this children throughout the school year.