Parent Teacher Association Registered Charity No. 1023568

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spire, Respect and Enjoy

Minutes/Action Point Log

PTA Meeting

Wednesday 6th June 2018, Norwood Primary School

Present:

Apologies:

Vanessa Ryan (VR) Chairperson Kim Miller (KM) Treasure Anna Abram (AA) Jo Georgeson (JG) Niki Ware (NW) Karrie-Ann Peters

Liz Thornber (LT) Ellie Bond (EB)

Meeting was to discuss summer fair on Friday 29th June

Action Poi	nt	Owner	Date due	Date Cleared	Comment
• Su	ımmer fair updates:	LT/KW			No further update
0	Glitter tattoos – Kim Wall and Liz				provided for meeting
0	Thornber organising tattooists Face Painting 3x face painters (NW, Carina, Lydia (Mrs Murray daughter) – adding	NW			incetting
	unicorn and batman to face paints NW to meet VR to check face painting stocks on Wednesday, 13/6 at 3pm	NW/VR			
0	Raffle – donation requests done very well – not requesting anymore now. Thank you Ellie Bond & JG.	EB			
0	Raffle Tickets – design is with Print Quarter and due next week. Need the info slip to go with the books to parents & envelopes. Family list needed from Janet for envelope stuffing of tickets	КМ			
0	Stalls – external stalls we have 5 paying stall holders at present. Internal Stalls/activities – the staff list of volunteers has been completed, any gaps need filling with parent helpers now (ask Janet to send text out)	KM/VR			
0	Performances – 5 internal student performances and 2 external performances – Unite Marshall Arts and Meols Cop School Band. Internal organised by Mrs McCarthy	Aileen McCarthy/ KM			
0	Doolittles Donkey and Pony Rides – they are charging £150 however we keep any profits made. Each ride = $\pounds 2.50$	КМ			

Immediate help required			Please speak to VR
• Football inflators – we need 130 extra	VR		if you are able to
footballs which will need inflating before the			help inflate
fair – VOLUNTEERS REQUIRED			1
• Raffle prize wrappers – Tue 26 th June after			
drop off – prizes will be wrapped			
We will need tape and cardboard boxes to			Please meet
wrap and stabilise the prizes.		26/6/18	outside main
• Envelope "stuffers" – raffle tickets and info			entrance doors 9am
slips will need putting into envelopes and			if able to help with
placing in class numbers to be sent to	KM	14/6/18	raffle prize
parents/carers			wrapping
• Volunteers required for stalls/activities at fair			
\circ 2 nd hand uniforms	VR	28/6/18	
• Netball shoot out (Lucy & Grace?)			
• Coconut shy – we have asked Mrs McCarthy			
for 2 member of staff to be moved from the			
cake stall to the coconut shy as this is more			
interactive with the children and would be			
good for a member of staff who knows them			
• Catering – Karrie Anne overseeing	Karrie/Emma		
• BBQ – Karrie to speak with Emma McBain	McBain		
to organise buying food 150 burgers & 150 sausages	MCDalli		
 Burgers/Sausage/buns/onions/cheese slices 			
 Cheese Burgers £2.50 	VR/JG		
• Burgers £2			
• Costco – JG needs a list for shopping			
• Ice Creams – would it be possible to use			
salad bar to keep ice creams chilled?			
• AOB			
 Ice Cream Stall 			
PTA are going to trial selling ice pops and ice	JG/VR		
lollies on Fridays at pick up. The trial will be			
done for the remainder of this term, weather			
dependant. VR and JG will man the stall for			
the trial period.			