



Norwood Crescent T 01704 211960
Southport PR9 7DU F 01704 232712
Headteacher Lee Dumbell E admin@norwood.sefton.org.uk

Minutes/Action Point Log

PTA Meeting

Wednesday 3rd October 2018, Norwood Primary School

Present:

Vanessa Ryan (VR) Chairperson
Kim Miller (KM) Treasure
Anna Abram (AA)
Dawn Roberts (DR)

Portia Barry (PB)
Jessica Hetherington (JH)
Niki Ware (NW)

Apologies:

Karrie-Ann Peters (KP)
Jo Georgeson (JG)
Liz Thornber (LT)

Action Point	Owner	Date due	Date Cleared	Comment
1. New Chair & New Secretary We have had 1 application for the Secretary role but unfortunately the role does not suit her needs. VR announced she will be stepping down from the role as Chairperson, therefore KM will edit the Chairperson Application/Nomination Form and these will go into the school book bags so that interested parties can apply for the role. Thankyou Vanessa and Anna.	KM/VR			
2. Christmas Card Project Jo Georgeson has very kindly returned to Norwood's PTA to help out and is assisting KM with the Christmas Card Project. The project is currently under way in school. Natalie Sinclair has been the link between us and staff, to help the project run smoothly. PB has assured us that the pupils are all busy with the artwork for the cards and enjoying the project. Order forms will go out soon and the return deadline is 11/10. KM & JG will check all the forms on 12/10 to ensure information received from parents is correct and that all payments have been made to Norwood PTA.	KM/JG	12/10		

<p>3. Family Bingo Night : Friday, 12th October Doors open at 6pm, bingo starts at 6:30 and the evening ends at 8:30pm. Helpers need to be at school for 5pm to set up. DR will ask her mother-in-law if she would like to be the Bingo Caller as we have had no volunteers come forward. JH, NW, AA, VR & KM have all offered to help on the night with door ticket sales; bingo card sales; tuckshop. Thank you all. VR will do the Booker run for the tuckshop (a stock take has already been done). DR has agreed to obtain the prizes (15 prizes @ approx.. £2 each) VR has agreed to make tokens for the 1-line winners (tokens will be 20p tuckshop tokens) A Bingo Caller is still needed please.</p>	VR/AA			
<p>4. Teddy Bears Picnic This is an event organised for the Reception children to welcome them to the school and it serves as an opportunity for the Reception parents to get to know each other better in order to create a better network. This event is a collaboration between Ruth Thorpe, Deb Parry, Lindsey Hislop and VR. RT is sending out the invites and obtaining information regarding allergies as a snack will be served. LH is organising the activities VR is organising the refreshments We could do with some helpers at the event and to set up please. The event will run from 2-3pm on 29 & 30 October and 01 November.</p>	VR/LH/RT/DP			
<p>5. Children in Need Discos : 16 November A list was put up on the staff notice board requesting staff helpers for each disco. PB has said that this list has quite a few names on it already which is great. Thank you teachers! Parent helpers are also needed on the day to run the tuckshop; assist with the children's entry into and exit from the Discos; Set Up and Clean Up and to have a bit of a boogie too. Please let us know if you are willing to help. The Discos are a firm favourite with the children and a lot of fun! <u>Disco timings are:</u> Reception & Year 1: 3-4pm Year 2 & 3: 4-5pm Years 4 & 5: 5-6:15pm; and Year 6: 6:15 – 7:30pm Mr Dumbell has agreed to lock up on the night. VR will contact KT regarding latex allergies in the school as we would like to try and decorate the hall for the event. VR will also ask KT about allergies among the pupils as a snack bag is provided for the Reception up to Year 3 children. Only Years 4,5 & 6 buy from the tuckshop. Helpers so far for the Discos include DR (from Year 2 on); JH; NW; AA; VR and KM but more helpers would be appreciated please.</p>	VR/KM			



<p>6. Christmas Fair : 30 November</p> <p>Please can an enthusiastic parent come forward to put together a working group for this event. Organising needs to begin immediately. We would like a few ideas for Christmas games to make the event more games orientated. We are trying to contact Santa to come to our event and he remains illusive at this stage. If anyone knows how to contact him we would be most grateful as it would be a real shame not to have Santa at our event. NW has an idea of where to find him and if we are successful we will let you know. NW has also requested a parking space for his sleigh should she manage to get in touch with him. VR to ask Mr Hesketh if this is OK. Lots of helpers are needed for the Christmas Fair. There are many jobs big and small. Jobs to be done beforehand and jobs to be done on the day and jobs to be done at the event. If you have time to spare please get in touch. NW will do face painting once again, thank you Nicky. NW will ask Carina to help again and JH has offered to learn and help. VR/KM will ask Liz Thornber is she would do glitter tattoos again. VR will ask Kim Wall if we can borrow her snowman game again as it was a great success last year. Other stalls will include: Chocolate tombola; Lucky Dip; Mulled Wine; Cake Stall; Refreshments; Bottle Tombola; Santa down the Chimney Game; Snowman Bowling We will have external stalls once again and PB has offered to contact a few to see if they are interested.</p> <p>If you are interested in getting involved with the Christmas Fair, please let us know ASAP, either by email on pta@norwoodmail.co.uk or leave us a message at the school office.</p> <p>WE NEED YOU, PLEASE!</p>	<p>KM</p>			
<p>7. AOB</p> <p>PTA funding has been requested by Lee Dumbell to enhance the track that will be painted onto the school playground. The enhancement will add a 'fun' element to the track. There were no objections noted for this funding so it will go ahead.</p>	<p>KM</p>			

Thank you to everyone who attended this PTA Meeting.

The next PTA Meeting will be held on Tuesday, 30th October 2018 at 3:30pm in the School Hall. Your children are most welcome. This meeting will focus on the Christmas Fair so please attend if you can. Thank you.