



Head Teacher: Mrs Sarah Horbury-Jakeman
BA Hons (QTS), NPQH

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Minutes of the PTA meeting held at the School on Monday 20th January 2020 at 08:45

Present:	Sarah Horbury-Jakeman (SHJ)	- Headteacher
	Rachel Steiger (RS)	- Chairperson
	Fiona Minney	- Committee member
	Kirsty Wallis	- Committee member
	Katherine Rodgers	- Parent representative
	Lynne Bester	- Parent representative
	Donna Brockall	- Parent representative

Apologies:

Jo Blencowe
Jo Casey
Helen Smith
Kayleigh Targett
Marta Kepska
Natalie Lella
Kate N
Tracey Thomas
Rachel Mandaman

The meeting opened at 08:45

The meeting was quorate:

1.	Welcome and Apologies for Absence
	The chair welcomed everyone to the meeting and gave apologies for the above parents
2.	Urgent items that have arisen since the compilation of the agenda
	None
3.	Approval of the Minutes:
	No corrections of amendments. Noted that Family Bingo has been cancelled. RS and SHJ signed.
4.	Review of Term 2
	Christmas Fair: On the whole the event went very well and raised £1259.90, which is significantly higher than last year's Christmas fair. The new format and layout worked very well and would recommend the same for 2020 Christmas fair. We have received feedback that some parents and children were unable to purchase cakes from the cake stall due to running out very quickly. Cakes and Cookies for all our cake stalls are donations and we are reliant on the good nature of parents.

Signed:.....

Date:

	<p>One idea for increasing donations is to change it to a cake competition. Other improvements for next time would be to draw the raffle after the event and email parents in the morning with results.</p> <p>Christmas Float: Raised £355.98, which is a great total but not as much as last year (£417.12), It was also agreed that it was a long route and by the end not many lights were on, so not many opportunities to knock on doors. Proposal for time would be to go back to Bankside and a week night if at all possible.</p> <p>Christmas Jumper Day: Raised £261.50 half of which will be paid into the 'Save the Children' fund raising account.</p> <p>Christmas Disco: Raised £267.89, This disco we trailed a new format, families with numerous children at the school found the new timing format problematic with numerous trips to the school, this will be taken on board and revised for the next disco. Revised proposals discussed in the meeting were as follows:</p> <ul style="list-style-type: none"> - Two times slots instead of three - A Spring disco instead of a Christmas one (busy time of year for all involved) - Entrance and exit points to be discussed for next time and communicated
5.	<p>Finance Update</p> <ul style="list-style-type: none"> • Christmas Fair: £1259.90 • Santa Float: £355.98 • Christmas Jumper day: £130.75 • Christmas Disco: £267.89 • Lottery £91.00 • Total: £2105.52 • <p>Closing Balance as of 20/01/2020: £8345.10 We still need to purchase the: Year 6 leavers books and membership of parent kind.</p>
6.	<p>Upcoming Events</p> <p>Film Night: Monday 3rd February, led by Fiona Minney and Helen Smith</p> <ul style="list-style-type: none"> - Invitation went out on Friday 17.01.2020 - Volunteers for the evening not known yet - Mats and benches will be put out for the children to sit on (due to feedback from the survey that carried out last year) - Access to the main hall and kitchen to set up is to be confirmed by SHJ - FM/HS to write letter to staff to ask for help with staffing/safeguarding for the film night <p>Easter Bonnet/Picture competition: Friday 3rd April, led by Kate N</p> <ul style="list-style-type: none"> - Letter to whole school is in hand - Easter Egg Prizes have very kindly been donated by The Mandeman family, which is brilliant, thank you very much <p>Quiz Night: DATE CHANGE – 23.04.2020 – led by Katharine Rodgers & Kayleigh Targett</p> <ul style="list-style-type: none"> - Due to the quiz masters availability the date has now changed to 23.04.2020, the week after the Easter holidays - RS/FT to prepare and serve food on the night - Claire Thorburn is preparing and deliver the quiz - KR/KT preparing poster/flyers to be put up and in book bags ASAP in order to sell tickets prior to the Easter holidays - Pricing to remain at £6 per ticket - Any Raffle prizes would be gratefully received
7.	<p>Review of future events</p>

Signed:.....

Date:

	<ul style="list-style-type: none"> - On-line shopping website, MK will set up and any fund raising from this will be paid by direct debit into the PTA account – RS to give details to MK - RS to write to the round table to see if they are able to support us with a financial donations - Poundland are giving away their excess stock of Christmas and Halloween items. LB has kindly volunteered to contact the store manager to see if there is anything left that we can have as a school to use in the future.
8.	AOB
	N/A
	Date of Next meeting: 2nd March 2020, 8:45am in SHJ's office

The meeting closed at: 10:00

Signed:.....

Date: