

PARK GROVE PRIMARY ACADEMY PTA MEETING – 12/12/2017 - 7PM THE GILLYGATE PUB

MINUTES – taken by Clare Palmer

Present: Mark Allison, Janet Jacobi, Clare Palmer

Apologies: J Sawyer, J. Cotton, C. Hollis, S. Mackelworth, G. Stoner, W. Gardiner, A. Gilbert

1. Funding requests...

£1000 for the music/singing sessions with Ruth McCartney Moore. All were agreed on this.

2. Speed quiz - Phil Qua has confirmed that he is happy to host this free of charge. We need to arrange potential dates that will fit around the calendar/staff/the school hall.

3. Spring disco

Look into this possible dates for this too

4. Christmas Fair

Bollywood dance Caroline from song box will dance 6.30-7pm and will be paid by voluntary contributions Via a collection bucket

Grotto delivery back to school/set up and presents to wrap on Friday

Board room on Friday - this is all booked for all preparation and wrapping.

Singers will be in the main hall or by the tree 6.15pm - space to be confirmed

Lanterns hand made by the children will be hung in the atrium

Bar to move to the main hall serving mulled wine. We need more small white plastic cups

Stalls will be in the foyer, the gym and along the corridors

Disco 7pm main hall

Have a timetable rota set up on a white board outside the main hall

Designated jobs for the committee on the evening.

Mark and Alex- oversee the bar and floats checking with stalls if they are ok for change.

Jon - oversee music and entertainment

Claire and Clare - stall management, chasing payments and ensuring stall holders are all ok.
Janet - risk assessment on the night. Overseeing any issues associated to risk and ensuring everything runs on time and in a safe manner.

5. New PA system

This will benefit the fair on the night and for future functions and will be sourced and purchased by JC