



Minutes for PTA Members Meeting: Wednesday 7 November 2018

7.00pm St Catherine's School

In attendance: Sarah Moister (Chair), Nina Chwastek (Head teacher), Trish McElroy (Treasurer), Jenny McCormick (Teachers representative), Sarah Conlon, Anna Kerins, Kate Mackenzie, Jo Fisher, Maria Bromley, Jane Zacharzewski, Edward Kayemba, Paul Wheeler

1. Apologies:

Vinnett Walsh (Secretary), Alessandra Parello, Antionette Meskill, Suzy Larkin

2. The minutes from the 19 September meeting approved

3. Finance update

Co-op -	£1531	(final figure will be obtained on
9/11/2018)		
Coffee Morning	£132.61	
Balance of account	£4486.09	(7/11/2018)

Action: Trish to confirm co-op figure.

Easy fundraising £34 from September

Online banking discussed to save time for small transactions - all done via dual control and statements can be printed. All present agreed it was a good idea. Action: Nina asked the Treasurer to check that this was okay with the Charities Commission.

Review of recent events -

Coffee morning - Great turnout, sold out of cakes very quick - none left for teachers. Thanks to Jane for cakes. Group discussed the possibility of teachers pre-ordering. Action: Kate to organise this for next coffee morning and liaise with Jane.

Next coffee morning - 23 November 2018

4. Forthcoming events:

Event	Date	Coordinator	Actions required
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Disco	Friday 9 November	Liz R, Suzy L & Sarah M	Get helpers
Coffee Morning	Friday 23 November	Sarah Moister	Jane to make cakes and Christmas treats
Non uniform day	29 November		Chocolates and bottles
Family Christmas party	Sunday 2 December	Antoinette, Maria, Jo and Sarah C	
Mulled Wine & Hampers	Thursday 6 December	Sarah M and Kate Mrs Dewsnap to organise choir Lisa to print Raffle tickets and distribute Denise and Breda - drinks Themes decided and in newsletter	Alcohol licence to be bought
Movie Night -	Friday 25 January	Claire & Vinnett	Trish to renew licence Choose age appropriate film not Greatest showman
Coffee Morning	15 February	Sarah Moister	Jane to make cakes
Valentines non-uniform day	15 February tbc		Class council member to collect money
Table top sale	TBC	NEED A VOLUNTEER TO ORGANISE	NEED A VOLUNTEER
Lost& Found and donated uniform	TBC	NEED A VOLUNTEER TO ORGANISE	NEED A VOLUNTEER
Coffee Morning	5 April		Jane to make cakes
Spring Ball	2 March	Claire, Maria, Federica, Suzy and Sarah M	Sponsors to be found
St Georges Day tea party & Feast Day of St Catherine of Sienna	29 April		Jane confirmed to provide cakes
Quiz Night	11 May	Hilary Hodgson	Book social club
School Disco	17 May TBC		Nina to confirm Spanish Exchange dates

Didsbury Festival	TBC	Kate	Possible idea, donate a teddy "adopt a teddy" stall. £1 per item. Games too
Summer BBQ	TBC	Kate	
Summer Fair	Sunday 7 July	Claire, Jo, Sarah C, Vinnett, Sarah M	Sarah to set up WhatsApp summer fair committee

5.

Next Event

Disco - 268 tickets sold

Cash cannot be taken on the door for health and safety reasons - we need to have a list children attending and the emergency numbers of parents/carers available. Also for safeguarding reasons only children attending the disco can attend. Last year there was an issue with younger children coming with parents of children attending this has been made clear to parents this year.

Action: Further reminder to be sent out of Friday 9 November confirm that no younger siblings can attend **Action:** Four teachers helping - confirmed Mrs Helsby, Mrs Devonshire for infants, Mrs Richardson for Juniors, Mrs McCormick for both.

Christmas party - 2 December - Antoinette lead organiser - all in control and father Christmas is organised.

- Feedback from Suzy Larkin - cost of tickets and visit to Santa is too expensive.
- Current cost £10 for a family ticket - Santa visit £4 per child
- Can we offer a discount of larger families?
- If families of more than 3 Maximum charge £12 - 4th Child free - Nina - £4 per child, families over 3 children refund £1 per child ???
- **Decided to cap at £12 per child**

Action : Liz Riding (yr6 rep) to ask year 6 to be elves

Future events:

- Valentines non-uniform day - wear red or pink 15 February - discussed how we could collect the money. Parentmail suggested but this costs the school. Agreed reminders via WhatsApp groups. **Action:** Nina suggested that class council members to collect the money.
- Table top sale - no one has come forward to organise.
- 2nd hand uniform sale - Sarah M suggested doing a rail of 2nd hand uniform (lost and found/donations) at coffee mornings and possibly after school. Next term and summer term. **Action: Need someone to help**

Spring Ball - Claire Clay, lead organiser. Date confirmed and booked. Possible sponsors - local businesses, Didsbury magazine. **Action: Scott Clay to try to secure sponsors, he suggested getting a photograph to take photos on the night beside sponsor banners**

will appeal. Mrs McCormick to see if a photography student will take photos instead of paying for a professional photographer

Summer Fair - suggestions: Animal visit, Jenny McCormick - farm visit. Try to avoid inflatables!!

School lottery

86 Tickets sold so far : **Action** : needs to be promoted more another WhatsApp message and ParentMail message

Expected annual fund £1778. Draw is every Saturday 8pm. 1st Draw 17 November 2018

PTA Reps: - Feedback is that it is working well. Sarah thanked the Reps for sending out all the reminder messages

Sarah thanked Anna for making the posters for the different events and also helping with newsletters

St Catherine's Facebook page - continue with posts - Sarah , School Facebook page - Jenny to post

Action: Nina to chase up notice board for school playground

5. Date of next meeting: Wednesday 16 January 2019 7pm