

Hilltop Friends committee meeting 2nd October 2019 (8pm to 9.30pm)

Committee Members Present:

Ali (Acting Chair), Rachel (Secretary), Emma (Vice Chair), Niki, Sally, kiytesa, Rose, Erica and Teresa

	Item	Actions
1.	Welcome and diary dates Ali started by welcoming everyone to the meeting and setting out a plan to set out meeting dates for the whole year: • Meetings every half term • Additional catch ups with class reps for each event • AGM was set for 6th November 2019 3pm to 3.30pm • Next meeting date scheduled for 13th November	Ali to liaise with Miss Bima on dates. DONE – Ali to communicate dates asap.
2.	Christmas Fair The PTA discussed plans for a Christmas Fair this year. A date of Thursday 12th/Friday 13th December from 3.30pm to 5.30pm was agreed (subject to the school's approval). Ali stated that Miss Bima wanted to have the fair outside but the PTA agreed that considering the time of year, it would be better to host it inside the hall. The following details were discussed: • Tables to be hired out to stallholders for £20 a stall • Santa • Craft activities (e.g. decorating homemade biscuits) • Bottle tombola – mufti day in exchange for bottle? • Guess the weight of the cake (Emma) • Photo booth • Games including pin the tail on the reindeer, higher/lower card game, pop the balloon • Glitter/transfers • Elfridges – it was decided to have a mufti day in exchange for gifts split in the following ways: ○ Castle/Treetops – chocolate ○ Ocean – candles ○ Perfumes etc – Bluebell/Willow ○ Island/Secret Garden – socks Children/families would have a choice of pre-wrapped gift to purchase at the fair • Catering. The following were suggested: ○ Sweet shop ○ Mulled wine/non-alcoholic mulled wine or prosecco ○ Pizza – possibly delivered by local takeaway ○ Cakes – children would take home a paper plate in their book bags a few days before the fair to encourage donations ○ Crisps/popcorn It was suggested that class reps could ask for suggestions in terms of catering for the event.	

3.	Class reps These were confirmed as the following for each class: • Acorn – Rose • Bluebell – Sel • Willow – Teresa • Treetops – no current volunteer • Meadow – Fliss (TBC) • Castle – Tessa • Secret Garden – Ali/Fatima • Ocean – Zed • Island – Emma The role of the class rep was to create WhatsApp groups per class and organise support for events amongst class parents. It was suggested that a leaflet drop could be arranged in the bookbags to highlight the names of class reps for parent information.	Ali to speak to Mr Hickling about possible class rep for Treetops. Ali has spoken to Miss Bima and needs to approach a few mums.
4.	Communication Ali set out her plan to delete the PTA Committee/PTA Group WhatsApp groups and have WhatsApps per class and one WhatsApp group for all class reps only. All hard copy communication to parents to be on blue paper.	Ali has communicated this via the current groups and set up a Secret Garden group. Ali to set up Class Reps group asap.
5.	Committee membership Ali is current acting Chair but officially current Treasurer, Emma Vice Chair, Rachel Secretary and Zed Asst Secretary. A letter inviting proposals for committee positions will be sent out prior to the AGM. Committee members automatically become trustees.	
6.	Treasurer's report Ali confirmed that we currently have just under £4k in the account. The school had previously asked for funds to pay for an IT trolley which would simultaneously charge 30 laptops at a time and an interactive TV for Acorn class.	Awaiting invoice from school finance office.
7.	Film night A date of 24th October was proposed with an earlier time of 3.45pm (start time of 4pm). Finer details are yet to be confirmed but the following was discussed: • Halloween theme – Hotel Transylvania • Open to whole school (with children from YR2 above able to attend unaccompanied) • Admission £5 per child with children under 3 free – includes squash and popcorn • Wrist bands for those that have paid so it would be easier to keep track of children without chaperones • Sweets on sale at the event	Ali has already spoken to Miss Bima. The Halloween theme has been parked and suggested two films are shown simultaneously in different areas, to allow enough room for children and parents.

Next PTA meeting – AGM on 6th November 3-3.30pm (in the staff room), general meeting on 13th November at 7.30pm (in Ocean class).