

# Newchurch Primary School PTA Meeting

<b>Date</b>	Tuesday 28 <sup>th</sup> January 2025
<b>Time</b>	18:00
<b>Location</b>	Newchurch Primary School

<b>Present</b>	John Duckett – Deputy Head Alicia Edwards - Chair Lauren Gourley – Secretary Jill Saunders – Treasurer	Beth – Parent Rachel – Parent
<b>Note Taker</b>	Lauren Gourley	
<b>Apologies</b>	Jade Keeble, Becky Cope, Becky Gafner, Taryn Lowe, Gemma and members of PTA in Whatsapp group unable to attend	

<b>Agenda</b>	Planning of 2025 Valentines Disco	
	<ol style="list-style-type: none"> <li>1. Advertising, Date &amp; Times</li> <li>2. Tickets &amp; Pricing</li> <li>3. Decorations</li> <li>4. Food &amp; Drinks</li> </ol>	<ol style="list-style-type: none"> <li>5. Entertainment</li> <li>6. On the Day</li> <li>7. Other</li> </ol>

Items	
<b>1.</b>	<p><b>Advertising, Date &amp; times</b></p> <ul style="list-style-type: none"> <li>• Jade to produce poster to be printed for classroom doors and shared on PTA and class Whatsapp groups, PTA facebook page.</li> <li>• Mr Duckett put forward suggestion from Mrs Narraway re holding KS1 disco within school hours. After discussion it was decided to remain with the same times as with the Halloween disco but to be considered again for future events.</li> <li>• Date confirmed: Thursday 13<sup>th</sup> February  <b>KS1 15:15 - 16:30 – All children must have parent/guardian (TBC with school)</b>  <b>KS2 17:00-18:30 - Ratio of 1 adult to 4 children (TBC with school)</b></li> <li>• First 15/20 minutes to be sensory friendly with low level/no noise.</li> </ul>
<b>2.</b>	<p><b>Tickets &amp; Pricing</b></p> <ul style="list-style-type: none"> <li>• Tickets are to be purchased via ParentPay at a cost of £3.50 per child (no increase on the Halloween tickets).</li> <li>• Snack bag and drink included (allergens to be stated on ParentPay when purchasing).</li> <li>• Cut off for ticket sales: Tuesday 11<sup>th</sup> Feb, all agreed that this will be strictly adhered to.</li> </ul>
<b>3.</b>	<p><b>Decorations</b></p> <ul style="list-style-type: none"> <li>• Access available to school hall from 2pm for set-up – volunteers needed</li> <li>• Valentines themed backdrop to be set up for photos.</li> <li>• Rachel to purchase decorations and assist with decorating.</li> </ul>

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<b>4.</b>	<b>Food &amp; Drinks</b> <ul style="list-style-type: none"> <li>No food to be sold as snack bags provided with tickets and to be handing out at entry.</li> <li>Snack bag to include crisps, sweets, brioche (or suitable alternative for allergens), glowstick and cordial/water to be provided.</li> <li>Bags to be put together whilst setting up hall.</li> <li>No alcohol license for event due to limit per annum. Hot and cold drinks and sweets to be sold at agreed prices: Soft drinks £1.00 Hot drinks £1.50 (advertise people to bring own cups) Sweets 50p (2 x small bags of haribo)</li> </ul>
<b>5.</b>	<b>Entertainment &amp; Prizes</b> <ul style="list-style-type: none"> <li>DJ booked by Taryn at same time as Halloween disco. Games: DJ games (prizes to be provided)</li> </ul>
<b>6.</b>	<b>On the Day</b> <ul style="list-style-type: none"> <li>Help required for setup, KS1, KS2 and tidy up. Minimum 3 people to help at each disco required</li> <li>Posts to be shared in WhatsApp/Facebook page for more volunteers prior to event</li> <li>Float to be arranged by Jill and dropped at school or with Lauren.</li> </ul>
<b>7.</b>	<b>Other</b> <ul style="list-style-type: none"> <li>Further to agreement at the 2024 AGM, Alicia to be added as a signatory to the bank account alongside Lauren and removing Vicky Beddall. It was also agreed that once signatories have been updated, online banking access will be set up and a debit card ordered for future purchases.</li> <li>Lauren has previously spoken with Jane regarding the setting up a PTA email account and OneDrive to store PTA documentation in a central location to ensure GDPR is met and to streamline handovers to future PTA committees.</li> </ul>

Actions	
<b>1.</b>	Lauren to ask school to open ticket sales on ParentPay.
<b>2.</b>	<b>Items to be purchased:</b> <ul style="list-style-type: none"> <li><b>Drinks:</b> Cans (sugar free lemonade/coke/orange) Lauren to check Amazon Vs Aldi prices</li> <li><b>Glowsticks:</b> Alicia</li> <li><b>Decorations:</b> Rachel</li> <li><b>Amazon:</b> backdrop &amp; / paper bags – Lauren</li> <li><b>Aldi shop:</b> Brioche/alternatives, crisps &amp; sweets – Beth</li> </ul>
<b>3.</b>	Jill / Lauren / Alicia to arrange to meet to arrange addition and removal of signatories, set up online banking and order debit card.
<b>4.</b>	Lauren to contact Jane re setting up PTA email.

Date of Next Meeting	
<b>Date:</b> 6 <sup>th</sup> November 2025 <b>Time:</b> 18:00	<b>Agenda:</b> Flowers for Thank You service <b>Location:</b> Cherry Tree (TBC)

## Newchurch Primary School PTA Calander of Events 2025

<b>2025</b>		
<b>February</b>		
Thurs 13 <sup>th</sup> - TBC	Valentines disco	School
<b>March</b>		
Fri 21 <sup>st</sup> – During school day	Dress down day for Easter egg donations	School
Thurs 27 <sup>th</sup> – TBC	Flowers for thank you service	Cherry Tree (TBC)
<b>April</b>		
Fri 4 <sup>th</sup> - TBC	Easter Bingo	Culcheth Village Club
<b>May</b>		
Thurs 1 <sup>st</sup> – During school day	Dress down day – May Day stall	School
Mon 5 <sup>th</sup> – TBC	May Day stall	Village green
<b>June</b>		
Non		
<b>July</b>		
Fri 18 <sup>th</sup> – TBC	Robinfest 2025	School