

**Learning Today, Leading Tomorrow**

**PTA meeting - ad hoc**

Date: Monday 9 October 9.15am

Present: Mr Chetty, Farah, Kirsty, Sumy, Rabia, Claudia, Vilma

|  |  |  |
| --- | --- | --- |
| **Idea** | **Action** | **When** |
| Halloween pumpkin parade | Format-assembly in school hall where children showcase their pumpkin model creations, parading one class at a time. Separate assemblies nursery/KS1/remainder, timings to be confirmed with Head | Parade - Tues 31 October |
|  | Participation – Children to make pumpkin models creatively (use any material, not restricted to fresh pumpkin). Can make at home. Children will be given a paper pumpkin template on Friday 20th October before Half Term holiday to aid in their pumpkin creation. All models to be brought in on the day to class. On Tuesday, allow some class time for any children who havent already made a model? (check with Head). Parents invited to attend assemblies. | Pumpkin template to be issued Fri 20 Oct |
|  | Pumpkin template –to print multiple copiesPoster design –to design, to be reviewed at next meeting (check with Head then)Present for all children –to gather information on source & cost of present (glowbands? stickers?) for next meeting – to be reviewed at next meeting if feasible, decide which present etc & check with Head thenDecorations – one focal point in school hall (also at gates?) –to gather information ideas & cost for next meeting & check with Head thenMusic during assembly –to investigate age appropriate Halloween music CD for next meeting (check with Head)Photos on the day – who will take photos? Additional idea – Halloween fancy dress competition for teachers, winner earns prize for themselves and/or their class. Feasibility to be reviewed at next meeting. |  |
| Pumpkin allergy concern from parent | Parent had commented on website raising concern regarding pumpkin allergy. Committee explained activity was using any materials not just restricted to fresh pumpkin. Parent advised to highlight issue to class teacher also – to consider positioning in parade at a distance from any fresh pumpkin. May also consider storing any fresh pumpkin models from this class away from the classroom as a precaution. Parent gave verbal assurance that was satisfied with this information and did not state any further concerns. |  |
| Improve communication | WhatsApp group created for core committee members. Additional group for active PTA members to be reviewed. |  |
| Organisational issues | Minutes to be taken by whoever present, refresh newsletter entry & website section  |  |
| Winter Wonderland | how can PTA get involved? Head's suggestions - organise stallholder interest, organise a Santa who is present at school lunch (?)  | Review when discuss Xmas organisation |
| **Agenda for next meeting** | Halloween Pumpkin Parade - outstanding items/reporting back/decision making2. PTA organisational issues – new name, change regular meeting day, feedback on minutes format3. Events in remainder of Autumn term for PTA to be involved/have a presence in4. Winter Wonderland – how can PTA get involved? Organise stallholder interest, organise a Santa who is present at school lunch? | **Next meeting****Friday 13 October 9.15am** |