



The Priory School PTA  
 c/o Cara Rogers  
 The Priory Primary School  
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 Tel. 07563 564044  
 Registered Charity Number 1096169

*Please Help Us To Help The Children*

## **PTA Meeting – 26<sup>th</sup> November 2018**

### **Attendees**

|    | <b>Name</b>            | <b>Present at meeting</b> | <b>Email (for correspondence of minutes if different than recorded)</b> |
|----|------------------------|---------------------------|---|
| 1  | Andrew Nagalewski      | <b>Yes</b>                |   |
| 2  | Nancy Burghes          | <b>Yes</b>                |   |
| 3  | Cara Rogers            | <b>Yes</b>                |   |
| 4  | Alison Elmore          | <b>Yes</b>                |   |
| 5  | Ben Candy              | No                        |   |
| 6  | Clare Lissmann         | <b>No</b>                 |   |
| 7  | David Cripps (T)       | <b>Yes</b>                |   |
| 8  | Fiona Holdroyde        | <b>Yes</b>                |   |
| 9  | Helen Nagalewski       | <b>Yes</b>                |   |
| 10 | Jane Foster (T)        | <b>Yes</b>                |   |
| 11 | Teri Heathcote (T)     | <b>No</b>                 |   |
| 12 | Kirtna Brack           | <b>Yes</b>                |   |
| 13 | <i>Ruth Taylor</i>     | <b>Yes</b>                |   |
| 14 | <i>Charlotte Clint</i> | <b>Yes</b>                |   |
| 15 | <i>Simone White</i>    | <b>Yes</b>                |   |
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## Points Talked through

1. Parent Craft stall – so far, no donations. Do we run the stall?  
Yes – Kirtna is working on some items, Nancy gave a bag full of items and more expected. Kirtna will juggle to run Parent Craft and Lucky bags alongside Fiona running Lucky Dip (Andy to move locations of the stalls to put them together) plus help (Cara / Cara to nominate a helper => Jemma Naish (yr R parent))
2. There are too many stalls in year 1 – throwing stalls and Bottle Tombola – Andy to move location of the Bottle Tombola, into the Hall if possible.  
Bottle Tombola moving into Classroom 4.
3. Carpark – Cara to ask Rob & Suzanne to open the back playground so it can be used for parking.  
Andy to print signs “parking” etc  
No cars to park in the Front playground – can access via the front gates on foot.
4. Lunch for people who are working to set the School up on Saturday. Pizza worked well before.  
Did a roundtable of pizza requests (Simone ordered extra).  
Cara to ask for anymore requests on FB (done 27/11).  
Nancy to put in pizza order into Sainsburys on Thursday. Need to cover cost between us. Andy will pick up at 11.45 on Saturday and bring them to the school, we will eat 12pm wherever we are (not together as logistics didn't work last time).
5. PA System.  
Andy and Cara need to know how to work it. Louise Mouzouris knows how to use the PA system.  
Simone put Louise in contact with Cara.  
Cara to have a handover as to how to use the system – and ask for walkie talkies.  
Speaker required in the main hall and infant area reception - play music through
6. Teachers will bring along their Christmas decorations to do their own classrooms on Friday – parent volunteers to help teachers get their rooms ready.  
Ideally Music playing in each room (Cara to ask Committee/Year Reps in email to bring in a music player or speaker with using their phones).  
Helen already asked for Christmas decorations to use for the grotto / throughout the school
7. Bauble pictures – the pictures were fantastic from the children! Cara wants to put them to use – make bunting with them but needs help.  
Ali B and Nancy offered to help. Cara to bring in 40/50 pictures on Tuesday morning (done) – make bunting in rows of 10 to decorate throughout the school (stable onto string / ribbon)
8. Grotto - Helen – go through Grotto handover document from Sarah – are there any specific things needed to make the grotto. Kirtna offered to bring her staple gun (needs to check she has enough staples)  
Need to collect the gazebo from the container – need Rob. Cara confirmed with Rob to be available 12pm Friday to help access the container (27/11)  
Will need plugs – last year used the imaginarium but it won't be open/used this year so spoke to Rob and he suggested to go through the window of year 2 classroom
9. Cara to send around the schedule, map & raffle prize list once feedback from Ms Foster & Mr Cripps is taken into account:
  - Teachers only schedule from 1pm – Class Reps need to set up stalls (Cara to confirm over email)
  - Mr Cripps will share the schedule amongst the teachers – let Cara know if anything needs to change before Friday otherwise it will be printed as sent for set up
  - There won't be any access through classrooms 3/4
  - Ms Foster & Mrs Coe are running film club so won't be around in their classrooms

10. Mr Cripps to confirm with Rob we have until 6pm on Friday to set up the school, open school from 9am on Saturday, close school asap on the Saturday (ideally by 6pm – Cara to text Rob when we're done) (done 26<sup>th</sup> Nov – Rob confirmed)
11. Andy to print all stall signs and include the price of each stall game. Mostly 50p per go, 3 goes for £1 apart from Make an edible Snowman £1 / go
12. Refreshments – Ali – make sure hot drinks are served with lids on and please can people consume hot drinks in the hall for the safety of everyone. Cara to source another Urn (Jenni done 27/11) for mulled wine
13. Cara to put some Parent Craft pictures on FB to encourage others to contribute & Nancy's picture with turkey hat & cake donations are separate from stall donations & raffle prizes (done)
14. Cara to check if Yr R Santa hats are in the shed (done – yes 27/11)
15. Cara to confirm the Year Reps have enough supplies to run their Stalls
16. Cara to put up posters in Reception and year 5/6 reception area (Andy handed over 26/11)
17. Cara to check with Amanda how many parents have requested £3 film club so I know who will be helping on Friday afternoon – Amanda will send Cara an email on Thursday as not many received so far (27/11)
18. Cara & Simone – hunt through shed 27/11. Done and found; Santa hats, baubles to decorate the Christmas tree (due Wednesday) ask children to do on Saturday morning, tree stand (to be kept once tree auctioned but baubles can stay on if requested), laminated signs for carpark, no entry etc, Christmas hats for grotto dress up, Urn