

<b>MEETING</b>	OUR LADY OF LOURDES PTA
<b>DATE</b>	07/11/2019
<b>LOCATION</b>	THE NIGHTINGALE
<b>PRESENT</b>	Annie Zanetti / Kim Morris / Victoria Lane / Vicky Taylor / Clara Turner / Grainne Curran / Pippa Taylor / Annabel Blakesley / Marika Spezzaiti
<b>APOLOGIES</b>	Suzi Harnett / Monica Gilsenan / Clare Walsh / Joan Stears / Patrick Allen / Sarah Bracken / Heather McStay / Beata / Amanda Campbell / Nick / Donna / Heather / Collette / Rassi / Marcy / Wayne

<b>1</b>	<b>WELCOME, MEMBERS PRESENT AND APOLOGIES</b>	
	<ul style="list-style-type: none"> <li>AZ welcomed and thanked everyone for attending.</li> </ul>	
<b>2</b>	<b>CONFLICT OF INTERESTS &amp; APPROVAL OF LAST MEETING MINUTES</b>	
	<ul style="list-style-type: none"> <li>There are no conflicts of interests.</li> <li>Minutes from previous meeting agreed.</li> </ul>	
<b>3</b>	<b>MATTERS ARISING</b>	
	<ul style="list-style-type: none"> <li>DBS checks ideally needed for new committee members. MG to check status of her DBS with school</li> <li>Still missing some class reps – vacancies noted for Years 4, 5 and 6. Marcie to confirm other year 5 rep</li> </ul> <p>Nursery – Sarah Murphy, Louise Farley, Colette Denham, Pippa Taylor  RM - Daniella Tarr &amp; Sara Gull  RFT - Clara Turner &amp; Grainne Curran  IR - Rekha Butiya &amp; Sarah Bracken  IDS - Simone Clark &amp; Annabel Blakesley  2L –Victoria Lane  2R – Heather McStay &amp; Donna Tooth  3C - Nicola Timmins  3S - Vicky Taylor  4B - Valeria Rinaldi &amp; Joan Stears  4M  5F  5D - Marcie  6J - Clare Walsh &amp; Natasha  6M</p> <ul style="list-style-type: none"> <li>Venues discussed for the parents quiz night and agreed to look at OLOL pastoral centre (SH to discuss with Bernie), or possibly Christ Church hall or Eton Manor or Wanstead House.</li> <li>Spend:  New cooker for Nursery. Voted for unanimously.  Mrs Teague has requested the cost of a coach for Choir to attend the Redbridge Music Concert at the Royal Albert Hall. Cost of £370. Voted for unanimously.</li> </ul>	<p>MG</p> <p>MN</p> <p>SH</p>

<b>4</b>	<b>XMAS FAYRE – 23<sup>RD</sup> NOVEMBER 12-4PM</b>	
	<ul style="list-style-type: none"> <li>• Allocation of stalls agreed as below:  <b>Nursery</b> – Bouncy Castle  <b>Reception</b> – Toys. Sign up going well. Friday set up procedures discussed and organised. Left over toys to go to St Anne Lines Fayre (Kim to transport)  <b>Year 1</b> – Cakes and sweets. Benedict building, Raffle tickets needed for tombola.  <b>Year 2</b> – Games. Not included in wristband prices. Prizes from tub of sweets.  <b>Year 3</b> – Bucking Bronco / Snow dome. AZ to raise cheque.  <b>Year 4</b> – Go Karts. Kim to organise tickets and liaise with Valeria.  <b>Year 5</b> – Crafts. Marcie organising.  <b>Year 6</b> – Bar. In hand  <u>Other:</u>  BBQ – Wayne &amp; team. More volunteers needed.  Grotto – Grotto team (CW / JK / MG). £3 each child. Marika to set up payment on website.  Bottle tombola – Teachers. Bottles needed on Friday 22<sup>nd</sup>.  Door – Teachers  Football – Premier Sports  Face painting – Annie Z coordinating. More needed between 2-4pm.  Family Kitchen – Beata is organising, would like advice as to what dishes to ask for, has met with Rebecca who will help to hand over. Go over Costco order  Sweet Tombola – Annabelle organising. Donations of sweets to be asked for on Whatsapp on Friday 15<sup>th</sup> Nov.</li> </ul> <p>Hair braiding may not go on as suggested at last meeting.</p> <p>Cupboard – Friday afternoon, Victoria to investigate contents.  Vicky to investigate quantities of vegeware,</p> <p>Access form 9.30am for set up - volunteers needed and for clear up.</p> <p>Book bag drop – Marika to mock up and check with Suzi.</p> <p>Raffle tickets out in books bags next week.</p> <p>Wristband prices confirmed as  £10 for age 5 and above (green)  £5 for age 4 and below (red).  Stock of wristbands to be checked by Vicky.</p> <p>Vicky to source whiteboards for signage for each stall.</p> <p>Please claim all expenses on the day of the fair. Form on website, hand in to committee.</p>	Class reps
<b>5</b>	<b>FINANCIALS</b>	
	<ul style="list-style-type: none"> <li>• AZ has opened Stripe account up to a certain point. Simone to take over procedure.</li> <li>• Online booking still in question</li> <li>• Barclays bank account still in question.</li> <li>• AZ to organise floats for the Fayre.</li> </ul>	RP / PA
<b>6</b>	<b>AOB</b>	

	<ul style="list-style-type: none"><li>• Clara has sources Partyware at £40-£50. £10 to hire + £5 deposit. To be left in Cupboard? (DBS issues to be confirmed). Clara has volunteered to organise hire.</li><li>• Vicky requested changing some of the future meeting days as Thursdays can be difficult for people to attend. Agrees to discuss this in more detail next meeting.</li><li>• Confirmation that there will be a cake competition at the Fayre. Prizes will be tickets to the Summer Circus.</li><li>• Next meeting on Tuesday 19<sup>th</sup> November, 8pm at The Nightingale.</li><li>• AZ thanked everyone for attending and closed meeting.</li></ul>	
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