



**OAKFIELDS PARENT TEACHER ASSOCIATION**  
**MINUTES OF MEETING HELD ON**  
**WEDNESDAY 7<sup>TH</sup> NOVEMBER 2018**

**Present:**

- Andrew Taplin – PTA Chair
- Kameel Mohammed – PTA Treasurer
- Elizabeth Pridmore
- Sarah Harvey
- Yasmin Vaughen
- Jennie Browning-Adams
- Vicki Rochford
- Lisa-Marie Assenheim
- Arlene Small
- Chloe Camp
- Sarah Pickard
- Ehimen Ikheloa
- **Apologies** – Saman Sandhu – Secretary, Mrs Katrina Carroll - Headmistress

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1 Review of previous meetings minutes

2 A profit of £492 was made from the Cinema under the stars movie night. The event was very successful and enjoyed by all. Feedback was for a second food/drink stall to be brought in to reduce the queue time.

3 We are waiting for the school to confirm the availability of the hall for the proposed children's movie nights in January. Andrew will send a chase up.

4 The ball has been agreed for 14<sup>th</sup> June with a ticket price of £60

5 A committee is being set up this year to run the summer fair. Jennie is writing up all her notes and will be passing these over along with her spreadsheet. Lisa Marie has booked the food stalls which will include, pizza, jacket potatoes and burgers. The inflatables have also been booked and Andrew has confirmed that we can use the equestrian centre for parking and paid the £100 fee. Andrew will co-ordinate the summer fair.

6 There is approximately £18,000 in the PTA bank account.

7 Arlene has the disco under control. It was decided to number the tickets sold to the children with a coordinating list on the door for sign in to help make this a smooth process. Siblings tickets should be marked (a), (b) and so on. Can we let people know that cut off day to buy tickets is Wednesday 15<sup>th</sup> November to allow time to establish numbers and refreshments etc. Arlene will send out a Do's and Don'ts email eg no coats to be taken in the hall, no gadgets or mobiles. Extra help would be appreciated for signing in and car park if possible.

8 Amanda is organising the bazaar. When prizes and gifts have been bought , these will need to be distributed to helpers for wrapping and storing as Amanda is not able to store this year and will need help with wrapping. Arlene, Vicki, Lisa Marie, Liz, Sarah H , Sarah P , Yazmin, Jennie and Nicolette all offered to help on the day. Andrew will be able to help the night before. A donations request email will need to be sent out shortly. Year 6 will go in first and will then help the younger years throughout the morning. Lisa Marie suggested a slime stall!

9 Privacy policy – A privacy policy was handed out and in future the record of attendees will have an additional column with signature request for acceptance of the policy . A message will also be sent out on the WhatsApp group asking for acceptance/agreement to holding of personal data such as email addresses and telephone numbers.

10 Purchases – Sarah P requested some money to buy some new Christmas decorations. It was suggested that we could buy a pre-lit small tree for each classroom? Everyone was in agreement and a figure of £500 was suggested to start us off. Sarah P to look into prices.

It was also requested to supply ice cream/sweets for the children when attending the pantomime. This has always been done in the past but for some reason did not happen last year. Sarah P has a form from the theatre which will be passed to the school for completion and decision over choice of ice cream or lollies. Everyone was again in agreement.

Other suggestions were for some outdoor play equipment/toys, some additional hairdryers for the swimming pool and a new shelving unit for the basement to store PTA items on.

#### **AOB**

11 The current secretary is unable to continue with the position so a new one is required and a volunteer was requested. The secretary will need to be second signatory on the bank account.

12 Vicki will look into organising a quiz night, maybe at the Crumpled Horn in Upminster.

#### **Next Meeting**

The next meeting is scheduled for Wednesday 16<sup>th</sup> January 2019.