**St. Patrick’s PS PTA Fundraising Meeting**



**Tuesday 3rd October 2023**

**6pm – 6.45pm**

**Present:**

* Jacqueline Hagerty (HT), Gemma McBride (DHT), Katy Longyear, Fiona Carpentar, Jill Carruthers, Katrina Davidson, Patricia McKay, Alyson Ferguson, Lynsey Sharpe, & Nicola Coulter

**Apologies:**

* Linda Bell & Victoria Smith

**Agenda**

* The Role of the Chair, Treasurer and Secretary for Parent Groups (Online Training)
* Halloween Disco
* Head Teacher Update

*The Role of the Chair, Treasurer and Secretary for Parent Groups:*

* Katy and Patricia attended this online course
* A copy of the slides from the training will be attached to the minutes of the meeting
* As a group we are unable to attend additional training, e.g., fundraising ideas as we are not members of Connect
* Katy will email William Collum who has responsibility for Parental Engagement in NLC to find out how we can join and report back to Mrs Hagerty as the cost could possibly be taken from a specific Budget Line for PC/PTA

*Halloween Disco:*

Cost

* £2 paid on the night

Tuck Shop

* Fiona organised the Tuck Shop last time and is willing to do this again. Katy is available to go to Gizzi’s on Monday and Lynsey is available to go on Tuesday to help
* Fiona will ask Gizzi’s to deliver straight to the school
* Everyone agreed lots should be purchased as it can be used throughout the school session. Shopping list:
	+ Ice Poles (300 to be purchased. Fiona will organise and hand in to the school as they can take a while to freeze)
	+ Milkyway Stars, Freddos, Fudges, Wham Bars, Refresher Bars, etc.
* As with previous discos, cordial juice will be available for the children to purchase. The group discussed Eco friendly rather than single use plastic cups. Lynsey is going to investigate purchasing 400 plastic cups with the school logo and report back. If they are not available, Fiona will organise compostable cups from Amazon – £5.62 for a 50 pack of 40cl cups
* Fiona will organise the cordial and hand it in to the school
* Amazon have compostable cups 50 pack for £5.62 40cl
* This year the children will be able to purchase various Halloween Merchandise. Lynsey will organise the merchandise for the children to buy on the night. Sponges will need to be purchased for the tattoos
* The school has Halloween Decorations and will decorate the hall
* Helpers – Mrs Hagerty will put out a Groupcall to all parents asking for their help and will report back to Katy. Mrs Hagerty stated that Mrs McBride, Miss McManus and herself will be attending the disco and she will check with staff too
* The following jobs will need to be covered on the night:
	+ Sign in/out children
	+ Tuck shop
	+ Merchandise
	+ Tattoos
* Children will be asked to leave their props for their costumes at home, so they have them for their own Halloween Trick or Treating activities

*Head Teacher Update:*

* Staffing is currently stable
* There is a job advert for 2 clerical posts in the office
* Educational outings beginning across the school:
	+ Rooms 1 & 2 are going to the Riverside Museum, and this is linking with People who help us and Transport
	+ Rooms 12 & 13 are going to the People’s Palace
* Parents Evening is on Thursday 12th October 2023
* Mrs Hagerty and Mrs McBridge will complete a survey with the children about what they would like the PTA money spent on during an assembly
* The school will organise to gather the views of parents/carers by creating a display at Parent’s Evening. Using Post-it notes parents/carers can have a say on how to spend the PTA Funds. It was suggested that this display is located in the waiting area where parents/carers wait to see the class teacher

**Next Meeting:**

* 6pm on Tuesday 7th November 2023