

Seaford Head School PTA

Meeting to be held at The Plough, Church Street, Seaford

On Wednesday 22nd November 2017 at 1800

Present: Emma Holter, Emma Gallagher, Freya, Emma Davis, Anne Rollings, Rob Handy, Nick White and Clare Davis

Apologies: Skelley

	Agenda Item	Action
1	<u>Car Wash Review</u> Went well. We made £210. Need to make a check list for next time – EH to action. Next date to be booked for spring time. Discuss dates in the new year. Suggested that we hold one per term.	EH
2	<u>Prom Sub-Committee</u> EG has emailed 7x prom dress shops and has received 2 positive responses. Scope will be from Eastbourne through to Peacehaven. Local businesses will need to be sent a letter so EG has asked for a letter head. ED will create a letter head. Pricing to be arranged in relation to the size of the stand. EG wants to write to local hair and beauty and transport companies. EH happy to do refreshments for the evening. EG and ED will liaise and arrange a separate meeting to discuss this further.	EG/ED
3	<u>Christmas Party</u> (14Dec 1800-1930) Mr. Gant is going to DJ. EH has got the Christmas CDs and is writing out the playlists. Tickets and a poster need to be designed – EG will action. Christmas karaoke, food, games and disco need to be advertised. Tickets will be £2 and suggested that students need to bring £3 spending money. EH suggested that it needs to be mentioned in assembly rather than in tutor. RH made a note of this. EH offered to sell tickets after school. EG advised that Student Services can do this and RH will get students to walk around the school and sell too. EH will go to Booker to get supplies and will complete a risk assessment. Suggested to have 3 main games for the evening – ED to research and make suggestions. EH will go down to Lower School and decide what to go for depending on the space and where we will be.	EH/ED/EG

4	<p><u>Jacqueline Wilson</u></p> <p>Tuesday 20 February suggested – RH will confirm if the date is ok. Primary Schools to be invited in the afternoon – year's 5 and 6. We will have limited numbers due to the capacity that the hall can take so this will be offered on a first come, first served basis. JW has advised that each session will last approx. 40 minutes. This will include a 30min presentation followed by Q&A. EG will email schools to gauge interest and so that they can include in their calendar. This will take place at Upper School. Suggested towards the end of the day for the Primary children (1400-1500) and parents to collect from SH. Tuck shop for them to buy some snacks before going in. Second session for year's 7 and 8 to run 1530-1630. Once the date is confirmed, a letter will be sent out to year's 7 and 8.</p>	RH/EG
5	<p><u>Treasurer's Report</u></p> <p>EG advised that all second hand uniform that is sold at school, the donations come to the PTA. £1212.32 is currently sitting with finance. AR needs to send a letter to the school and then the money can be released.</p> <p>Bank balance £830 – owe The Mecread Centre £135.</p>	AR
6	<p><u>Dymock Pumpkin Day Review</u></p> <p>EH advised that it was a lot of work for not a lot of money. Sold everything too cheap. Made £270. Saturday was the busier of the two days. EG suggested that it is advertised to the Primary Schools next year. EH advised that we will do it over 1 day next year and go into the evening. A maize maze has been suggested to the farm. Spooky events to take place in the evening and chilli to be served.</p>	EH
7	<p><u>Christmas Magic</u></p> <p>EH has booked a stall for NW to do the shuttle boards. Event runs from 1000-1800. NW needs a 3x tables – EH offered to provide these. Alternatively, RH suggested that the school could provide these. NW to collect from Upper School on Friday 01 Dec. RH has a small whiteboard that can be used to make a note of the scores. EH has emailed ToyTown to ask for a prize for any children who take part. £1 per adult and 50p per child. A prize will also be bought for adults. NW suggested a bottle of alcohol. Money will be split between SH PTA and Chyngton PTA to go towards their cookery classes for SENCO children.</p>	EH/NW/RH

8	<p><u>Suggestions for Next Year</u></p> <ul style="list-style-type: none"> Summer Fair – already on the calendar (13.7.18). Jade Starkins is keen to get involved. EG has advised Jade to speak with the PTA to discuss further. Suggested that a sub-committee to be set up for this. 12 July – Year 6 and 7 Transition Festival. This event will require some PTA support. 	
9	<p><u>Non-School Uniform Day</u> (Children in Need)</p> <p>Third of money due from Jeans for Genes day and Children in Need. RH will follow this up.</p>	RH
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> Key dates to be added to PTA Social. Most of the events are parent's evenings. Refreshments to be provided. A key needs to be provided for 'Lisa's Cupboard' which will become the 'PTA Cupboard' once she leaves. We will then be able to store everything in there that we need for these events. RH suggested that we speak to Lisa to confirm what she has provided in the past so that we can continue this. RH wants the easyfundraising website to be advertised again. Flyers to be created to hand out at each event. Parent ambassadors required for the school. Requirement is that they have a child in university. Parent's to support other parents who are going through the process of applying for university etc. EG advised this is going in the bulletin. Governor vacancies – BE/RH would really like to have a PTA member as a Governor to build a link. If anybody has any questions regarding this role then please contact RH or BE. This is a good insight into how the school is run, policy making. Good team of Governors. More than 1 vacancy. Christmas Entertainment Evening – EH will speak with Lisa regard support from the PTA. Horseracing event to be held in March. NW suggested 9 or 10 March. Agreed to hold on Friday 09 March 1900-2300. RH advised that PTA events will not be charged to use the school premises. Bar and food to be provided. Need to try and sell 8-9 tables of 5-6 people each to make the event a 	<p>ED/EH</p> <p>RH/EG</p> <p>EG</p> <p>EH</p> <p>NW</p>

	<p>really good night. Can run the event on 5-6 tables. Ticket price to include food. NW suggested £7 per ticket.</p> <ul style="list-style-type: none"> • EH to hold a Christmas themed lunch club before the end of term. 	EH
11	<p><u>Date of Next Meeting</u></p> <p>Wednesday 10 January @ 1800</p>	ALL