

Phil and Jim School PTA

Meeting Minutes

3rd March 2023

Present: Hayley Smith, Nathalie Toso-Leach, Lara Stokes, Caroline Cartwright, Yvonne Green

Apologies: Ramon Granell

1. Quiz

This year a profit of £391 was made from the sale of desserts; this will be announced in the school newsletter. Next year will have a to-do list before the event, and will also try online sign-up.

2. Summer Fete

An in-depth discussion was held, involving Caroline Cartwright. Of note:

- Breckon & Breckon is confirmed as a sponsor, and will provide 25 promotional boards;
- School choir will perform at the fete;
- Aim to obtain 3 gas barbecues, will get a quote from the same company as last year;
- Committee have a quote for 3 bouncy castles;
- Need gazebos, potentially rented from Oxford Play Association and/or borrowed from parents;
- Need a team to seek out raffle prizes.

Actions:

- HS will provide access to the PTA email account for CC and Katherine Hart, and share/create a letter template with the Phil&Jim logo and charity number
- NTL will provide a financial summary of last year's fete, will manage the use of tokens and will investigate running a crepe stall
- LS will ask the Talent Show team from last year if they will run the show again this year
- Will provide the fete committee with last year's risk assessment.

3. Family Breakfast

This will be held on Friday 28th April, and will be organised by the PTA.

Meeting closed at 10am.