

PTA Meeting 10th November 2025

Present

Lisa Draper- School
Michelle Butler – Chair
Vanessa Matthews - Treasurer

Apologies

Vanessa Matthews- Treasurer
Emma Wardle - Secretary
Claire Pemberton- Vice treasurer
Julie Jones - Parent

Agenda	Minutes	Actions
AGM	Was unable to do this due to other members unable to attend- Having issues with Afternoon meetings due to childcare	To rebook and discuss roles and responsible. To see if people still want their role or change role.
School Christmas Disco	<ul style="list-style-type: none"> A disco has been planned for Thursday 11th December. KS1 disco will be 3.15-4pm KS2 disco will be 4.30-5:15pm Price will be £3 and this includes a drink and biscuit. We were thinking a biscuit stall where the children decorate with icing and sprinkles. Parents will pay on Arbor DJ needed 	<ul style="list-style-type: none"> Need around 10 volunteers for each Disco on Thursday 11th December. Letter/message go out on Thursday 13th November? PTA will do letter for Christmas disco. Would need a volunteer to man the biscuit stall. Michelle to do risk assessment and send to Mrs Draper. Vanessa to ask Chris to see if he can DJ for us. To make sure meeting is done a week before with Mighty Oaks and Staff to discuss the plan.
Christmas	<ul style="list-style-type: none"> Christmas Extravaganza is being held on Thursday 18th December. We are going with the Winter Wonderland scene. <p>It needs to be set up in the Year 6 classroom.</p>	<ul style="list-style-type: none"> Need volunteers to help set this up on Wednesday 17th Dec. Ideally 3 people. Suzanne has volunteered so far. <p>Need volunteers to take everything down on Thursday 18th Dec. Ideally 3 people. Emma has volunteered so far.</p>
PTA Poster	Invite parents/career	Michelle to design poster and get it ready for Thursday 13 th November for parents evening.

		<p>Vanessa will stay at parents evening from 3-4ish, giving out letters and talking to parents.</p> <p>Mrs Draper will help hand them out.</p> <p>Michelle to take over from 5.15ish.</p>
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