



Our Lady of Lourdes PTA (trading as Friends of Our Lady of Lourdes)

GM Minutes Monday 18th November 2019 at 6pm

Attendance: Anita Philbrook, Jess Winter, Mel Fane, Vicki Stephenson, Emmelaine Panagdato, Jade Herlihy, Kate Goudy

Apologies: Marisa Nixon, Sinead Pellatt, Justin Cooke and Emma Briggs

1) Existing financial commitments to School

- a) Mel advised the Fireworks Extravaganza raised £800-£1000. In the new year we will need to discuss if the current Pyrotechnics will continue at a reduced cost of £1200.
- b) Mel advised the school have asked if the PTA will purchase a new shed which holds playground equipment. Anita/Mel to ask Kevin to obtain three quotes.

Action Anita/Mel

2) Tree Planting Day – Friday 29th November

Kate asked for clarification on what is expected from the PTA. Anita advised just to serve refreshments between 9am and 1.30pm in the Arches. There will be no charge. Mel/Vicki advised that tea, coffee, sugar and cups will need to be purchased. Jade suggested tree biscuits which she will purchase. Jade her Mum and Jess will manage the refreshments. Kate/Jade to check the long store for supplies and liaise with Marisa. Anita advised that the MEP is no longer attending.

Action Kate/Jade/Marisa

3) Christmas Orders

Mel advised everything has been sent off. Mel will let us know when the items are returned in order to co-ordinate distribution.

4) Christmas Fair

Jade has sourced lots of prizes for the raffle including £100 Amazon voucher and £100 Christmas Meat Hamper. Jade to provide a list to Kate so that she can order the raffle tickets. Jess suggested tickets to a nativity as being a good prize – Kate has a contact for this so will make some enquiries.

Action Jade/Kate



Kate contacted the Owl suppliers – one company was booked and the other was too expensive. Anita suggested the Reptiles but we agreed this would be more appropriate for the Summer Fair.

Mel/Marisa to order the TEN license.

Action Mel/Marisa

Grotto – to be in Miss Anscombe's room. FC is booked and Helen will decorate the room. Kate and Jade would also like to use the room for making reindeer food and decorating gingerbread men which they will organise. Vicki said that Selection boxes are used as gifts and suggested purchasing 50 when on offer. Vicki advised that Christmas wrapping paper was in the long store.

Action Kate/Jade

There was a suggestion that Anna may be available to run a workshop in the Arches. Jade to speak to Anna.

Action Jade

Mel confirmed there will be eight outside stalls in attendance, each paying £10. We will provide the rest of the stalls and we have already had offers of help. A list for volunteers needs to be put up nearer the time along with a request to parents for donations of drink/cakes/toys/books.

Action Kate/Jade/Sinead

Kate/Jade asked lots of questions about set up and what is usually served for food and drink. 5 x bottles of mulled wine is needed along with other food and drink. Kate/Jade to liaise with Marisa. Jade to order prizes for the games.

Action Kate/Jade/Marisa

Mel said the banners were in the long store. Kate/Jade to locate and put up along with the remaining posters.

Action Kate/Jade

Mel suggested the Resource Centre as being a good place to get ideas and hire equipment. Emmelaine to visit and report back.

Action Emmelaine

A discussion took place regarding a laminator and everyone felt it would be worthwhile for the PTA to purchase one. They had one in the past but it has broken. Kate to e-mail Marisa and Sinead to see if they are in agreement.

Action Kate

5) Christmas Nativities & Advent Reflections

PTA are to provide refreshments. More discussion is required on this and volunteers will be needed.

Action Kate/Jade/Marisa



6) Christmas Disco

Emma has booked the DJ for Wednesday 17th December.

KS1 will run 2-3pm. KS2 will run 3.30pm to 4.30pm.

Marisa to ask Teresa if the kitchen can be used.

Communications to go out at the end of November.

Kate to meet with Emma to discuss what is required.

Ongoing Marisa

Action Sinead/Kate/Jade

Action Kate

7) Bag4School

Sinead has arranged for the bags to be delivered to school on 6th/7th January. They will be collected on Tuesday 28th January between 9am and 1pm. Mel to e-mail the poster to Sinead.

8) Mac's Farm

Kate suggested that we move this item for discussion in January.

9) AOB

- a) Vicki said the PTA usually purchases Christmas Crackers for the Christmas Lunch and they usually buy 36 boxes from ASDA. All agreed to continue – Kate to speak to Marisa about purchasing.

Action Kate/Marisa

- b) Anita advised that the Christmas Around the World event will be held on Friday 20th December 9am-11am and they would like help from the PTA to ensure the event runs smoothly. Anita also requested that the PTA provide forks/spoons/serviettes. Kate/Jade to check the long store and liaise with Marisa.

Action Kate/Jade/Marisa

Next meeting to be advised.