



Friends of Alcester Academy - PTA

Minutes of meeting 13th October 2022

Present: Sarah Mellors, Clare Davies, Paula McGill, Gill Ridgeway

Apologies: Karen Buckthorp, Miles Martin, Rachel Bliss, Dawn Roberts

1. Matters Arising: Discussion around first fund raising event (see minutes).

It was agreed to defer the committee roles to the next meeting. **Action:** Sarah Mellors to circulate the Terms of Reference to have a look over.

2. First fund raising event: It was agreed that a Family Quiz Night would be the first event on Friday 2nd December.

Sarah Mellors had sourced a quiz master (to include Irish bingo at the interval). 6.30pm doors open 7pm event start time at Alcester Academy.

Agreed **actions:**

Clare Davies	Meet with Marie Gould (Canteen Manager at AA) and source food options
Gill Ridgeway	Focus on Alcester shops for prizes/donations
Sarah Mellors	Secure bar and tuck shop (Chris Millen) Work with Rachel Bliss on targeting local firms for sponsorship. Sarah to draft a letter on letterhead to circulate Reach out to Governors who are former Tesco employees/directors Check canteen insurance for PTA to cook on the night Look at Stripe Payments with current treasurer (Chris Millen)

Agreed that ticket prices would be £2 per adult and £1 under 12s. Max 8 in a quiz team. Pre-payment can be made via website.

Food can be pre-ordered once we have confirmed cost; hot dogs and burgers.

Funds to go towards Chrome Books. **Action:** Sarah Mellors to send quote for class set to Committee.

3. Other fund raising ideas:

Fill a smartie tube or small raisin packet with coins. PTA to buy these products and give to students. House competition.

Action: Paula McGill to look at Waitrose grants. Clare Davies to look into Co-op.

AOB:

Sarah Mellors to look into DBS checks for parent volunteers.

Sarah Mellors to open a SharePoint for PTA documents (or similar).

Are we singing at St Nics night on the Green in Alcester?

Happy Circus event discussed.

FB groups discussed. Thanks to Gill for getting rogue individual removed from this group.

Next meeting: Thursday 17th November TEAMS 7.30pm. Action: Sarah Mellors to send out invitation.

Dates for diary: Friday 17th March 2023. Family Quiz night. Provisional date.

Saturday 15th July 2023. Summer Bash (afternoon).