

**Friends of Alcester Academy - PTA**

**Minutes of meeting 17<sup>th</sup> November 2022 TEAMS**

Present: Sarah Mellors, Clare Davies, Paula McGill, Gill Ridgeway, Rachel Bliss, Miles Martin

Apologies: Karen Buckthorp, Dawn Roberts, Kate Butler

**1. Matters Arising:** All covered in the minutes. DBS checks are not needed for volunteers (ME forgot to mention, apologies).

**2. First fund raising event:**

The Committee took turns to outline updates for the event on 2<sup>nd</sup> December as follows:

Rachel Bliss	Various prizes secured for future raffle. See shared spreadsheet. Hamper packing on 28 <sup>th</sup> November 4.30-5.30pm. Rachel and Sarah to consider wider advertising of event.
Clare Davies	Food to be based on 100 guests. Any spares can be used in school for students. Marie Gould to be present on the night. Arrive for 6.30pm. Sauces/onions/bread to be obtained. No food pre orders yet. Plates and serviettes have been obtained. Clare to look at whether advertising banner could go up at the Greig Hall.
Gill Ridgeway	Has secured various prizes. Spread sheet updated. Gill to look at whether the advertising banner can go up at the Tennis Club?
Paula McGill	Apologies for event. Has chased up co-op and Waitrose fund raisers.
School	Miles Martin to work on recruiting older students to support various roles. Bingo tickets ordered for interval. Sarah Mellors to organise cash float for evening. No card machine. Bar and tuck shop organised. Licences obtained.

AOB:

Concern that Stripe hasn't been used a lot. **Action:** Review after Quiz. How many people turned up and paid on the door?

Look at possibility of future raffle to lead up to next event.

Rachel Bliss has secured the Santa Run for 11<sup>th</sup> Dec 4.15pm from Throckmorton. **Action:** Volunteers needed. Sarah Mellors to ask staff. 10-12 adults needed

Next meeting.

January 2023 date TBC to review Quiz Night.