**PA Meeting minutes, Friday 2nd March 2018**

Present: Elena Buchberger (Joint Chair), Kim Price (Joint Chair), Jana Matejovicova (Joint Vice-Chair), Natalie Goulet (Secretary), Jenny Parker, Paul Pender, Wesley

Apologies: Giusi Coppola (Joint Vice-Chair), Ben Rodgers (Joint Treasurer), Kyoung-Won Park (Joint Treasurer)

**PA Auction and BBQ evening, Friday 11th May 2018**

**The auction**:

Jenny has started the planning for the auction.

Previous donators have been contacted to see if they are able to donate an auction lot this year. Naturally a mix of replies. Some families have moved on from the school.  Confirmation that the stay in the house in Cork will be kindly donated again. Other big items are needed. Will check with Yodit whether or not she and 'her team' are able to donate the Eritrean dinner again.

There will be a lot made up of several bicycles (some repaired and prepared thanks to Paul).

Jenny is checking whether the design of last year's auction brochure can be sent over to be a starting point for this year's brochure.

Reviews from previous winners could be included to inspire people to place bids this time!

Liam Brady has confirmed he would be happy to call the auction (or part of). He could also bring t-shirts/other promotional items. It is agreed that ideally, if he is able to donate one relatively high profile lot, he could include this in the live auction (rather than smaller items which are part of the silent auction). One suggestion that would surely be a popular lot is tickets to see Arsenal play!

Also there may be the possibility of a lot being donated by the Royal Philharmonic orchestra.

School related lots:

Seats for all three Christmas performances.

Be headteacher for a day.

Lunch with Miss Campbell.

Kim is checking with Miss Newsom whether or not there are other possible school related lots that could be donated (without demanding too much of the staff's time... For example tea & cake with a teacher).

Other ideas include asking music teachers to donate a lesson, personal trainers to donate sessions (Donnell has confirmed he will be happy to donate again), etc.

**Raffle:** it is agreed to run a children's raffle on the auction night.  Will need to check with Giusi if we already have any suitable prizes. Jana suggested a Kindle as a top prize.

**BBQ**: Paul has bought two new BBQs for the PA and needs reimbursement.

Paul and Wesley confirm that the food order is being taken care of and that they have recruited some volunteers to help with the BBQ.  They will liaise with Ehryn regarding other volunteers needed.

**Children's entertainment**: To be decided whether to book Mr/Mrs. Marvel.

Discos are usually popular.

Kim/Elena checking with the school whether they could organise sports activity / street dance class as they did previously.

Depending on the entertainment location, the auction location will be chosen to avoid the auction being too close to loud music!

**Poster:** will ask Mark whether he can update the poster from last year.

**Sponsors update:**

Portico would agree to sponsoring the summer fete if enough property boards could be located in the N1 postcode area.  This seems unlikely. We could offer the location of a street banner advertisement. Elena will see if this is of interest to them.

**Quiz evening debrief:**

Overall a very enjoyable and successful event!

Less tickets sold this year (two and a half tables less). Partly due to the fact there were some tables of Mums only, rather than couples.

Less drinks were sold this year.

Overall £2000 raised (approx £1000 less than last year).

Maybe time to make a change regarding the food as it has been a number of years that fish & chips are served. It is agreed to think about different options which may be easier to serve that number of people.

Suggestions include making it a curry night or some kind of buffet.

Gaetano has a caterer's contact.

Huge thanks to Eleanor for organising the quiz writing work. She has confirmed this was her last year of taking on that role.

Feedback has been received that if possible, in future, the first questions in each round be made easier in order to accommodate all types of teams including quiz novices, multi-cultural teams and the more experienced quizzers!

Ehryn will include the roles of quiz writer(s) and quiz food organiser on the volunteering website.

**Easter eggs:**

Simone is kindly organising. Families will be asked to donate small Easter eggs and children will need £1 to take part in the class raffles for a chance to win a larger Easter egg.

**Summer fete, Saturday 30th June 2018:**

Paul and Wesley confirm they can run the BBQ for the summer fete and that they are training the BBQ team who will take over from them.

**PA Subs:**

The letter has been prepared by Sarah and sent out.

Cat is being copied in so that she can take over this role next year.

The option of setting up a standing order is being promoted.

**PA website:**

Tony confirms this should be ready in about two weeks time.

**Uniform and cake stalls:**

Thanks go to Michelle and Erin for organising the cake stalls. The cakes are doing very well and the uniform is slightly down on this time last year, so overall the total raised from both activities is at a similar level.

**AOB:**

**PA events calendar:**

When setting future PA event dates we should bear in mind school holiday dates in order to make sure we have enough time after holidays to prepare for events.

**Treasurer handover:**

It is noted that the treasurer handover with the bank is proving a frustratingly long and time consuming process for the incoming treasurers.  Understandably there are procedures to follow and the bank does not know the new treasurers.  Perhaps there is a way to smooth this process in the future.

**Football World Cup event idea:**

Suggestion to organise a fund-raising event related to the football world cup, for example a screening of an England match with food and drinks, if they progress beyond the early stages - difficult to predict!

**The next PA meeting will take place one evening in April - date and location TBC.**