



OUR LADY CATHOLIC PRIMARY SCHOOL  
PARENT TEACHER ASSOCIATION

Old Hale Way, Hitchin, Herts, SG5 1XT  
E-Mail: [ourladyspta@gmail.com](mailto:ourladyspta@gmail.com)

Registered Charity No. 1130636

## PTA Meeting Monday 17<sup>th</sup> May 2021 8.00pm – Online via Zoom

### Present:

Bryoney Davis (Deputy Head), Dean Boon (Chair), Keely Murphy (Vice-Chair, Secretary), Hannah Byrne (Class Rep), Carla Castro Ramirez (Class Rep), Joanne Harte (Class Rep), Louise Hughes (Class Rep), Elisa Gatti (Class Rep), Louise Phillips (Class Rep), Suzi Chungtakman (Class Rep)

### Apologies:

Sarah Snowball (Acting Head)

Agenda Items	Discussion	Agreement / Actions
Previous Minutes	Previous minutes were discussed.	Minutes agreed.
Summer Fair	<p><b>Stalls / Activities</b> Dean Boon shared the rota for internal stalls and activities.</p> <p><b>Stall Collections</b> Provisional dates are:- 14<sup>th</sup> June -18<sup>th</sup> June :Teddies 21<sup>st</sup> June – 25<sup>th</sup> June : Sweet/Chocolates 28<sup>th</sup> June - 2<sup>nd</sup> July: Bottles 5<sup>th</sup> July - 9<sup>th</sup> July: Books/Toys</p> <p><b>Hampers</b> Themed Hampers arranged by classes:- Night In – Y1/YR Arts &amp; Crafts – Y2 Pamper – Y3 Outdoors – Y4 Picnic – Y5</p> <p><b>Non-Uniform day</b> on 18<sup>th</sup> June. Children are to bring a donation for a stall. Classes are assigned a donation type:-  Teddies Yr/Y1 and Y2 Chocolates: Y3 and Y4 Bottles Y5 and Y6</p>	<p><b>Action on Class Reps</b> to use this to assign parents/children who are running the stall or game.</p> <p><b>Action on Dean Boon</b> to provide box for donations to be left in playground/school entrance.</p> <p><b>Action on Dean Boon</b> to provide each class with a Donation box to be placed in each classroom, boxes to be emptied weekly by Class Reps.</p> <p><b>Action on Class Reps</b> to reach out and share details with their classes. Donations can be items to go into a hamper / cash or via Amazon Wishlist</p>

	<p><b>Brochure &amp; Brochure Raffle</b> An A5 advertisement in the brochure will cost £20 and or a Donation for a Raffle Prize. Advertisement reach out.</p> <p><b>External Stalls</b> Joanne Harte has secure some external stalls for OLS, these are:-</p> <ul style="list-style-type: none"> <li>• Body Shop</li> <li>• Biscuit stall</li> <li>• Tropics Stall</li> <li>• Crochet Stall</li> <li>• Candle Shop</li> </ul> <p><b>Estate Agent Boards</b> Deadline to place a request to have a board outside of your house is the end of this month. The Estate Agents will kindly deal with the board placement. For each board placed, OLS will receive £10. The boards can also be placed with family/friends and neighbours.</p> <p><b>Pricing</b> As previously agreed, this event will be cashless. Dean Boon has ordered the tickets and shared the pricing structure. External stalls can use our cashless system or however they want to accept payment is up to them. Dean Boon has also ordered a Card Machine for PTA use.</p>	<p><b>Action on Class Reps</b> to find out if any parents have their own business and would like to advertise in the Brochure and/or donate to the Brochure Raffle.</p> <p><b>Action on Dean Boon</b> to issue a charity letter to the Class Reps in which can be used to present to businesses when asking for donations.</p> <p><b>Action on Louise Hughes and Hannah Byrne</b> to share a list of businesses/shops/bars and restaurants with the Class Reps to work out a plan of who will speak to each business regarding advertising in the Brochure and or Brochure Raffle donation.</p> <p><b>Action on Dean Boon</b> to send email via the school asking if any parents/local businesses would like their own stall at the Fair.</p> <p><b>Action on Dean Boon</b> to email parents via school requesting more volunteers for advertising boards.</p> <p><b>Agreed</b> that the entrance fee will be:- £5 Family ticket OR £1 per person</p> <p>With every single person entrance ticket or family ticket, parents will receive a copy of the Brochure containing a personal code which will be entered in the Brochure Raffle, where all prizes will have been donated by local businesses.</p>
Cake Sales	Once we know more on 14 <sup>th</sup> June the PTA can then begin to plan these	
<b>Date of next meeting</b>	Tuesday Monday 14 <sup>th</sup> June 2021 Zoom details to follow	<b>Meeting Closed at 8.45pm</b>