

# PRIOR WESTON PRIMARY SCHOOL AND CHILDREN'S CENTRE PTA

## MINUTES FROM MEETING ON 24 NOVEMBER 2017

Present: Nicole Scott, Herveine Revenu, Zoey Goto, Eva Stenram Alicia Armet, Jassi Randell, Bernadette Frain-Atallah, David Armet

Apologies: Louise Ketley, Sarah Southern, Kelly Ewers, Amber Trentham, Loic Fossiez

### **AGENDA**

#### 1. New roles

Alicia Armet was proposed as the new Parent Co-Chair  
Eva Stenram and Herveine Revenu were proposed in to share the job of Secretary (both are parents)  
Still needed: Teacher Co-chair and Trustees

#### 2. The constitution

Alicia will pick up where Peter Lensink left this - we need to submit our new constitution to PTA UK.

#### 3. Getting more people involved in the PTA

Jassi will take the lead and organise a coffee morning on Friday 26 January (subject to approval from the school). This will run from 8am in lieu of the PTA meeting. We need to explain what the PTA does and get more contacts/ class representatives.

We also need to create an email list of people who do not want to be on the PTA committee, but want to help out with specific tasks. Herveine will set up and maintain a group email 'PW-PTA@googlegroups.com'

A poster should be added at the coffee morning to get more email addresses.

#### 4. Bake Sale

Nicole is organising a bake sale on December 13 and needs volunteers to help

- The day before to carry the stalls and store it in the school,
- On the morning:
  - o She needs help to carry the furniture over to Whitecross Street,
  - o people to collect the cakes and bring them over to the stall, help set up and run the stall.
- She also needs help to recruit bakers (standing in the main hall in the morning the week before).

Children from the school will sell the cakes and will also make posters for the event.

#### 5. World Food Feast

It was a great community event and additionally raised money.

It was agreed that the WFF should become an annual event in the autumn.

Eva will write a document outlining how the event was organised, to make it hassle-free next year.

#### 6. Auction of Promises

Ramadan is from 15 May to 14 June in 2018. We should find a date soon for the Auction and start planning ahead. Herveine suggested having the auction earlier, in March.

We will use the January coffee morning event to promote the auction and explain the what helps is required. Louise and HerveLine to prepare list of tasks / skills required. Anyone who wants to participate in this event let them know as early as possible.

#### 7. School disco

Jassi suggested organising a school disco for (softs only). To be discussed further in the next meeting, especially with Andrew.

#### 8. Accounts

Sarah or Loic to present PTA accounts status at the next meeting if possible  
Can we review where the money has been spent as well

#### 9. Proposed annual PTA cycle

- September: PTA meeting as a coffee morning
  - October: World Food Festival
  - December: Bake Sale
  - January: PTA meeting as a coffee morning
  - March/ April (just after holidays): Auction
  - May / June : Disco?
  - July: help with Happening (book sale, stalls...); project week etc
- + parents run clubs, and any innovative ideas in between!

**NEXT MEETING 8:05 on Friday 15th December**