

## Prior Weston& Childrens' Centre PTA Minutes

26<sup>th</sup> September 2014

**Apologies:** Niamh G, Jenny H, Julie R, Caroline W, Sabine K. Tunde P

**Present:** Nargis C, Mark W, Gus G, Imre I, Kevin L-E, Kirstin Kaszubowska, Jessica Zarges, Rick Boulton, Jane, Nicole Scott, Nico Macdonald

**Meeting opened: 08:30am**

### 1. Approval of previous minutes: approved by email.

| Agenda            | Notes and actions   | Who  | by when         |
|-------------------|---|--|-----------------|
| PTA Budget        | <ul style="list-style-type: none"><li>• Our current balance is valued at £37,500</li><li>• £6,400 is allocated to schools trips for 2014/2015 (See June meeting minutes to understand trip allocation policy)</li><li>• £300 allocated to Lottery winners who have yet to collect winnings. (Email to be sent to winners to encourage collection)</li><li>• £3,300 allocated for Christmas theatre trip (figure not including CCentre children as yet)</li><li>• £tbc allocated to underwriting the extended school journeys for children from families who can't afford them</li><li>• We need to hold back a portion of existing funds to cover 2015/2016 and 2016/2017. This will allow for a potential short fall in fund raising during these years so that funds promised can be allocated.</li><li>• Julie is leading a working party with Kevin, Caroline and Kate Mason to establish exactly how much was spent last year and what will be needed in the year ahead to meet our pledges.</li></ul> | Noted<br><br><br><br><br><br><br><br><br><br><br><br>Working party<br>Julie, Kevin, Caroline, Kate |                 |
| PTA Communication | <ul style="list-style-type: none"><li>• It was noted and agreed that communication of information about the PTA (its aims, funds and activities) should be reviewed in a working group to provide solutions that are not too time intensive but which encourage more involvement from parents across the school</li><li>• It was noted that face to face communications often deliver best results</li></ul>  | Working party<br>Nicole & Nico, aided by Kirstin and Jenny   | By next meeting |

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| Harvest Festival                       | <ul style="list-style-type: none"> <li>• Date is currently set for the 23<sup>rd</sup> October</li> <li>• All PTA members encouraged to be available at some point during the day to assist with the set-up and breakdown of the Harvest Festival</li> <li>• Imre to develop a list of roles and actions required to support the delivery of the Harvest Festival. This is to be shared with the wider PTA group with a general timeline.</li> <li>• It was noted that F2F communications from the PTA group with parents in their children's classes would help to broaden participation in the event.</li> <li>• A suggestion was made to provide further information about the dishes provided by the parents for cultural education purposes</li> <li>• It was agreed that labels would be placed on each dish upon arrival and PTA committee members would help to 'google' a short description if not already provided by the parent.</li> <li>• It was suggested that following the Harvest Festival a notice board should be created to show off the event and explain more about the PTA</li> <li>• Gus will speak with Farah to enable the event to be captured and photography used on the boards post event</li> <li>• Expenditure of £600 for the band, who have already been booked, was approved</li> </ul> | <p>Noted</p> <p>Noted All</p> <p>Imre</p> <p>Noted. All to support.</p> <p>Gus</p> | Prior to 23 <sup>rd</sup> October |
| Lantern Procession (St Martin's Night) | <ul style="list-style-type: none"> <li>• Date 11<sup>th</sup> November</li> <li>• Expenditure of £300 for Harriette and Ted was approved (live music)</li> <li>• Further expenditure for LED-Candles, St. Martin's buns and potentially crafts material was approved.</li> </ul>   | Jessica  |                                   |
| Mission Statement                      | <ul style="list-style-type: none"> <li>• Jenny to work together with Mark and others to develop the mission statement and improve the clarity of information on website regarding aim and activities</li> </ul>  | Jenny H & Mark W   |                                   |

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| AOB | It was reiterated the role of the PTA was to build community and provide added value experiences for the children. Other school issues - curriculum concerns, for example, should be addressed to the school's SMT or the Governors. |  |  |
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Next meeting:

**24th October 2014 8.30am**