

Prior Weston & Children's Centre PTA Minutes

28th November 2014

Apologies: Tunde P, Imre I, Gus G

Present: Nargis C, Mark W, Kevin L-E, Kirstin Kaszubowska, Jenny H, Jessica Zarges, Nicole Scott, Sabine K.

Meeting opened: 08:30am

1. Approval of previous minutes: approved by email.

Agenda	Notes and actions	Who	by when
PTA/School Financial affairs	<ul style="list-style-type: none">• Kevin and Sabine met with Kate Mason and Aaron Griffiths on 12th November to discuss trips and other funding. It was promised that the business manager will provide monthly communication to Kevin and Sabine which describes expenditure by cost and year group.• £6400 is given over each financial year (in April) for trips.• PTA pays for the annual trip to the pantomime at Christmas and underwrites residential trips• It was agreed - that Aaron writes a memo to describe the process of getting money for trips for staff. This is to address complaints from many teachers that the process of getting upfront/reimbursed money from the school office is slow and bureaucratic• It was agreed - through monthly communication, that the school and PTA will monitor spending. Should the £6400 threshold be reached before the end of the financial year the PTA would provide a top up contribution so that trips remain free.• It was agreed - that this agreement be reviewed annually• Expenditure to date: £1748.05 for school trips, £1949 underwriting residential trips, £3276 on pantomime, £600 on Early Years Christmas show		

PTA Meetings - timing	<ul style="list-style-type: none"> • It was noted that meetings had to be earlier to enable teachers to attend. • It was agreed that meetings will start at 8am until further notice - starting 19th December – this earlier timing would enable Nargis to attend a whole meeting and take minutes on computer to speed up the distribution process • The meeting room needs to be to be booked to reflect this 	Mark W	By next meeting
Potential application for recorders/ Elma Appassamy - through the PTA Teachers' Fund	<ul style="list-style-type: none"> • Elma may decide to apply to the Teachers' Fund for fund for recorders. It was agreed that without a proper discussion at a meeting and without written application (approved by Aaron) we cannot approve large scale funding. • The general idea would be that the PTA could fund one recorder for every child (to keep as their own) with the school purchasing music books (which would be kept by the school) • The school would then purchase new recorders for each year group to follow 		
Applications to the PTA Teachers' Fund	<ul style="list-style-type: none"> • In general, applications for funding should always come in writing and be authorized by Aaron first. Typically we will consider applications in the monthly meeting. • Under certain circumstances and under a reasonable cost level the PTA committee would be able to vote by email on a PTA Teachers Fund application, delivering a shorter turnaround time. 		
Christmas carols	<ul style="list-style-type: none"> • Mark W will discuss with Aaron to see if anything is scheduled and if Aaron would like our participation. Fiona Brennan played a central role in last years carol singing and could be approached. 	Mark W	
Draft Communications Plan	<ul style="list-style-type: none"> • Kirstin briefly summarized her findings (59 responses – about 10% response rate) • Role of the PTA was sort of clear and work valued, but there was slight confusions about if it has impact on the governing of the school • What they wanted PTA to be: some people want a forum for parents to raise grievances about the school. Others want 	Kirstin K	

	<p>year group related meetings to address issues.</p> <ul style="list-style-type: none"> • People had quite a precise idea on how much money PTA raises every year • The awareness on how money was spent was not as clear (more transparency needed) • It was pointed out that school communication and PTA communications contradicted each other re school trips • Quite a few parents had good ideas for events/ how to raise money and 39% were happy to participate in event • 80% were happy to download PTA social app • Contact preference was text and e-mail 		
Draft Mission Statement	<ul style="list-style-type: none"> • Mark W to look after website and update DMS... as part of response to survey 	Mark W	
PTA Social	<ul style="list-style-type: none"> • Test drive is to be undertaken in December. Your kind vote is required re subscription 	All	5.12.14
Auction of promises 26/03/15	<ul style="list-style-type: none"> • Provisional date for first meeting: first week of January 2015/ tbc via e-mail • Team leader - tbc • Team members: Kevin, Mark, Sabine, Kirstin, Jenny, Jessica • Julie Riley to be asked for handbook of events (info could be added to PTA social?) • PTA social – would allow for general breakup of jobs for the events 	Kevin L-E	
Dates of meetings 2015 NB 8am start	<ul style="list-style-type: none"> • Fri 30th Jan, Fri 27th Feb, Fri 27th March, Fri 24th April, Fri 5th June, Fri 26th June, Fri 17th July 		
An Important date – please keep your diary clear!	<ul style="list-style-type: none"> • <i>Thursday 26th March – Auction of Promises</i> 		

Next meeting:

19th December 2014 @ 8.00am!