

Prior Weston School & Children's Centre PTA Minutes (v1)

24th October 2014

Apologies: Aaron G, Imre I, Nargis C, Caroline W,

Present: Mark W, Gus G, Kevin L-E, Kirstin K, Jessica Z, Jenny H, Nicole S, Sabine K.

Meeting opened: 08:30am

1. Approval of previous minutes: approved by email.

Agenda	Notes and actions	Who	by when
Lantern Procession	<ul style="list-style-type: none"> • Jessica Z has acquired sponsorship: 200 battery-powered wands for the event from Amscan, snacks from Waitrose and batteries from IKEA • Agreed on additional costs of £180 for special spiced buns. Also additional £50 for First Aider and c£50 for art supplies. Total event cost of c£600, including Harriet and one other musician • Non-school parents and friends welcome to join from 4.30pm in the park, but not at the lantern-making session from 3.30-4.30 in school. 		November 10
Winter Feast (NB since these minutes were taken, Mark W has had to step down from Project Managing this event and the event will not run this year)	Need to rethink food aspect of event: Nicole S suggested 'Dixie cups' (ice cream serving cups), offering a small 'taste' of each food. Theme of 'Tastes Around The World.' TBC – small charge per taste? Or hand stamp to show who has been served? Mark W asked for assistance in organizing the various aspects: food (serving/pre-plating), decorating, dancing etc.		

<p>The Happening & Auction of Promises</p> <p>Quiz Night</p>	<p>Jenny H suggested using new PTA communication channels to raise awareness of these events ahead of time. The Auction of Promises has been confirmed by Aaron for 26th March.</p> <p>This event was proposed but needs a project manager. To schedule for summer term?</p>		
<p>Potential request to PTA Teachers Fund for musical instruments from Elma Appassamy, music co-ordinator</p>	<p>It was agreed that the PTA should not fund provision which is the school's responsibility to provide ie the curriculum. Elma has explained previously that the curriculum requires only non-tuned (percussion) instruments. Therefore the request for tuned instruments (eg recorders) is indeed additional ('additionally' principle). Sabine K to seek clarity on this from Aaron/Elma.</p>	<p>Sabine K</p>	<p>ASAP</p>
<p>Mission Statement</p>	<p>Agreed to circulate Jenny's draft mission statement along with full 'Q&A' document. This will be distributed for reading before the next meeting.</p>	<p>Jenny H/Mark W</p>	

Financials	<p>There was frustration with lack of information forthcoming from Kate and Aaron regarding spending to date on trips and journeys. We first asked for this information in June 2014. Agreed that we urgently require an update on spending to date before an additional amount can be made over.</p> <p>Also noted that parents are still being asked to fund school trips and our pledge “The PTA will make all school trips free” has therefore been damaged. The reason teachers have been asking parents for money is because they cannot access upfront or reimbursement money from the school office due to bureaucratic obstacles. Therefore teachers are fronting their own personal money but towards the end of the month this becomes more and more difficult for their personal finances – so they have to turn to the parents which compromises the PTA pledge.</p>	Noted	
PTA Communication	Kirstin K has developed a communications draft plan, to be circulated. Noted that the first phase of strategy is to design a survey to ascertain needs/requirements and then implement a plan, including possible use of ‘PTA Social’ (a custom private social media network). This will be distributed for reading before the next meeting.	Chase up meeting with Kate.	

Next meeting:

28th November 2014 8.30am