

# **PRIOR WESTON PRIMARY SCHOOL AND CHILDREN'S CENTRE PTA**

## MINUTES FROM MEETING ON 15 December 2017

Present: Alicia Armet, Nicole Scott, Herveine Revenu, Loic Fossiez, Eva Stenram, Jo Pettifor

Apologies: Jassi Randell

### **AGENDA**

#### 1. New roles

It was decided that a few people should occupy each role on the PTA Committee, to offer more flexibility and enable different people to act when needed. The new roles will need to be voted on in the AGM on 26th January.

Alicia Armet and Herveine Revenue were proposed as the new Parent Co-chairs.  
Loic Fossiez and Sarah Archer were proposed as treasurers.  
Eva Stenram, Jassi Randell and Herveine Revenu were proposed as secretaries.  
Loic Foissiez and Louise Ketley were proposed as trustees.

We will need to recruit more parents at the coffee morning AGM on 26 January.

Jo said that she would email all teachers to remind them of when the PTA meetings take place.

#### 2. Constitution

Regarding the PTA constitution, nothing needs to change but it needs to be updated with our new trustees and roles. These roles need to be voted on in the AGM in January.

#### 3. Role of PTA

It was decided that the school should be able to ask for "recommended donations" (up to £5) for school trips, enabling teachers to more easily organise school trips (no need for approval from PTA).

The PTA would like to work more closely with the school to try to achieve the aims of the school.

#### 4. Communication

Alicia has tried to set up a meeting with Andrew without success so far.

Eva tried to get the December meeting announced on Parentmail, and the minutes from November's meeting distributed to all parents, but without success.

In the future we will cc Jo in to these communications and she will ensure that there is a response from the school.

## 5. Accounts

The PTA accounts, which run from November to November, will be completed by Loic and Sarah. Loic is in the process of getting a new debit card for the PTA as well as online access to the bank account so that statements can be viewed online.

Last year the PTA funded a consultation regarding the playground. The PTA are supposed to get this money (£2000) back once the grant for the new playground equipment is in place. Jo said that the grant is still to be confirmed.

Kate Mason has approached Loic about getting £8000 from the PTA to close a school budget gap. Jo was not aware of this and did not have any further information. More information about this is needed.

## 6. Next meeting

Next meeting will be the AGM, at 8am on Friday 26 January.

We need this meeting announced to the school community at least 21 days before.