

# PRIOR WESTON PRIMARY SCHOOL AND CHILDREN'S CENTRE PTA

## MINUTES FROM ANNUAL GENERAL MEETING ON 26 JANUARY 2018

Present: Simon McAndrew, Nicole Scott, Herveine Revenu, Rachel Wheeler, Lily Matlub, Loic Fossiez, Eva Stenram, Jo Pettifor, Kate Mason, Jassi Randell, Melissa Bell, Mitra Karvandi-Smith

Apologies: Louise Ketley

## **AGENDA**

### New PTA officers

#### 1. New PTA Committee and Trustees

- Herveine Revenu and Simon McAndrew are the new Parent Co-chairs
- Loic Fossiez was voted in as Treasurer
- Sarah Archer was voted in as Deputy Treasurer
- Eva Stenram and Jassi Randell were voted in as Secretaries
- Kate Mason, Louise Ketley, Melissa Price and Mitra Karvandi-Smith were voted in as Trustees. In addition, all the above officers were also voted in as Trustees.

We briefly discussed that there might be a need for a communications officer, to coordinate the best ways to reach out to as many parents as possible, as well as keep the PTA notice board up to date.

#### 2. Constitution

Our constitution needs to be updated with the names of the new officers and trustees. This needs to be registered with PTA UK.

- **Simon and Herveine to get the PTA UK log-in from Alicia Armet, as well as any updates on other changes that need to be made.**

#### 3. Funds

- The PTA will revise how it spends its funds. Following feedback from the school, spending most money on the Christmas shows is not be the best way for our money to be spent. Jo would like to look at the possibility of students going on trips that tie in to the curriculum more, or offer something that many students would not normally experience (eg ballet) and perhaps bring in, for example, musicians to play a concert at the school instead.
- The PTA would like to work with the school to achieve the best possible extra-curricular programme. The PTA will listen to what the school needs, support and work in tandem with the school, not separately. This includes how we raise money as well as how we spend it.  
**PTA Committee members to meet with Jo and Krisztina to discuss this in detail.**

- The Committee voted to release the funds for the school trips in 2017 (money that we had already promised) and agreed that low-income families would continue to receive a discount for the Year 4 and 6 residential trips.
- The bake sale money was mistakenly put into the school bank account instead of the PTA account. The bake sale raised £734.28. Nicole proposed that rather than it being repaid, this money could go towards funding the residential trips.

#### 4. The Auction of Promises

- A date needs to be set for the Auction of Promises at the next meeting. Jo will propose a date that works for the school and does not fall within Ramadan. Possible dates might be either 26 April or 21 June.
- The different tasks need to be allocated to volunteers  
**Herveline, Simon and Louise to meet before next meeting to start this.**
- Eva and Melissa will be organising the art for the auction again this year.
- We should check if it is Prior Weston's 50th birthday.
- **Eva to investigate and confirm before the next meeting.**

#### 5. The Happening

- Jo mentioned that the Happening will need to be organised differently this year, as one teacher spent a lot of time organising the whole thing last year. This will not be possible this year.
- The PTA would like more information about how we specifically can help so we can help organise this amazing event.
- **Jo will circulate a list of tasks for the PTA relating to the Happening. Simon / Herveline to discuss with Jo how to proceed.**

#### 6. Other possible events

To be discussed further in the next meeting, but ideas include:

- School Disco
- Children's Art Exhibition
- Quiz Night
- Film Club
- Bingo

All events require plenty of volunteers.

+ Getting more parents involved in after-school clubs or projects during Project Week.

**The next meeting will be held on Friday 23 February 2018 at 8am.**

Proposed agenda:

- Auction of Promises
- new events
- The Happening
- alignment of funds/activities with the school
- new role of communications officer
- getting more parents involved in after-school clubs or projects during Project Week.
- recruitment of more volunteers to help organise the auction and other events