

# PRIOR WESTON PRIMARY SCHOOL AND CHILDREN'S CENTRE PTA

## MINUTES FROM MEETING ON 23 MARCH 2018

Present: Jo Pettifor, Kate Mason, Tom Martin, Herveline Revenu, Loic Fossiez, Eva Stenram, Melissa Price, Roberta Cavallaro, Simon McAndrew, Louise Ketley, Mitra Karvandi

Apologies: Jassi Randell

### 1. Treasurer's report

- Nothing new to report.

### 2. Auction of Promises

- We have a good large team this year
- Sandra and Marie, who are co-ordinating the business promises, are finding it hard to get in touch with all businesses - they need more people to help them.
- **Herveline to send out a message to PTA parents listing which businesses still need to be approached.**
- **Kate to ask school governors to donate.**

### 3. World Food Feast

- The WFF that was going to happen on 27 March has been postponed, due to a clash of dates (there is an LSO concert involving many of the children the same day). This event will happen again in the autumn, and will, as previously discussed, become an annual event in the autumn.
- Roberta suggested that the reception parents do a bake sale on Wednesday 28 March instead - this will now go ahead after school. Eva and reception parents to help sell the cakes etc.
- **The school and PTA should come up with a calendar of events for the rest of the school year as well as the next academic year.**

### 4. The Happening

- It was confirmed and clarified that the school will lead the organisation of the Happening but that the PTA will support it by helping to organise the whole event and helping on the day with volunteers.
- It was decided that it is probably best to keep The Happening on a weekday, rather than weekend, as that means that all the children will be able to attend. However, it may be extended so it runs later in the afternoon.
- **Simone to set up a meeting with the PTA specifically to discuss the happening and what needs doing.**

### 5. Toy Sale and Book Sale

- This could happen during the Happening - Roberta to take the lead.

### 6. Book Swap - lessons learnt

- Thank you to Roberta for organising the Book Swap! Next year we need one more parent to help organise this event.

### 7. Project week and After School Clubs

- A small amount of funding may be needed for different projects during Project Week. Jo and Kate will get back to us once they know how much is needed, but this should not be a problem.

- **The school, together with the PTA, should reach out to parents asking for more parents to get involved in running projects during project week or after school clubs (languages etc).**

#### 8. Request for funding for Chrome books

- Kate requested that the PTA should consider funding 30 new Chrome Books for the school's ICT program, as next year's school budget is very tight. These Chrome Books could also be used for extra curricular activities, such as after school clubs.
- The cost would be approx £10000 in total, including licenses.
- **Kate to give us exact figure, as well as the school's projected spend on school trips and residential trips next year. Loic will look at the PTA's financial situation and can then report back to see if this is a possibility.**
- The PTA would like to help the school once it has achieved its primary aim of funding extra curricular activities such as school trips.
- Concern was raised regarding how this would not fit in with the PTA's stated objectives (to raise money for the school's extra curricular activities) but instead the PTA's funds would be used for school equipment.
- **Herveline to contact Kelly to see if we could raise this money through corporate sponsorship instead - this would be money targeted at this specific aim.**
- **Other fundraising ideas are very welcome - to raise the money needed to pay for the Chrome Books. Perhaps a specific event to raise the funds, or a challenge that all the children complete (and get sponsors to donate money)?**

#### 9. Concert in the autumn

- Tom's brass band will be playing a concert in the school sometime next autumn, in October or November after the half-term. It will start at 7pm, the set will be 45minutes and there would be some time for the children to try out the instruments.
- **Jo and Tom to confirm the exact date.**
- Tom requested a small amount of funding (£100) to pay the conductor, as well as some money taxi trips (for the larger instruments). Kate suggested that we also provide some refreshments. This was all agreed on.

#### 10. PTA constitution

- Our constitution still needs to be registered with the charities commission.
- **Jassi to contact Simon before the next meeting to finalise this step.**

#### 11. Training for the PTA

- Simon is stepping down as co-chair of the PTA
- Simon suggested that the PTA Committee should undertake governance training in order to function more effectively.
- **Simon to look into different training options by the next meeting** and then see if more parents would like to get involved in the PTA, as training will be given.

### **NEXT MEETING - FRIDAY 27 APRIL 8:15AM IN THE SCHOOL LIBRARY**

#### **Proposed agenda:**

1. Auction of Promises
2. Treasurer's report
3. Fundraising for Chrome Books
4. The Happening
5. Project week / after school clubs - reach out to parents
6. Any other events
7. PTA training options
8. PTA constitution - final steps