

MINUTES FROM MEETING ON 04 OCTOBER 2019

Present (with children's year group): Fiona Maccorquodale (headteacher), Bev Newman, Frank Forster (R), Alex Dobre (R), Nicole Scott (Y1), Caroline Allore (Y2), Louise Ketleys (Y3, Y5), Herveline Revenu (Y5), Loic Fossiez (Y5), Tom Martin (Guest, Y3)

Apologies : Jassi Randell (Y3, Y5), Mel Price (Y5), Mitra Karvandi (Y5)

PROPOSED AGENDA

1. Financial update
2. New Committee for the year
3. PTA communication boost
4. Typical PTA events, PTA mission statement
5. Thoughts from our new headteacher Fiona
6. AOB

DISCUSSED AGENDA

1. Brass band / Bake Sales - December Events

Tom Martin joined to meeting to offer another brass concert in December which could be coupled with a Christmas Carol Ensemble. Tom did not require any funding last year and will not again this year. On the opposite he suggested we might want to fund raise for LLM who have a match donation scheme from 'The Big Give', hence doubling donations.

Action - school: Tom suggested the week of 03-10 December and the school will come back with a date asap and before the next meeting for him to schedule.

Nicole asked that we are careful of dates in December as to not overwhelm the families. The Christmas Bake Sale will also take place in December. Nicole is happy to run it.

Action - school: school to confirm a date for bake sale too

2. Financial Update – see Appendix 1 (Loic)

The finances are in good order with 2 years of funding ahead in case the auction does not happen for a year.

Action – Loic treasurer: The school was given a budget of £20,000 contribution from the PTA this year to plan for residential trips, school trips and extra curriculum enriching experiences for kids.

Action - school: Fiona explained that the trips will be all reviewed and set by year group to link with the curriculum and make sure all classes make the most of them. The school will come back to the PTA with updates on how the budget is planned to be used.

3. 2019 – 2020 Committee Structure– see appendix 2 (Herveline)

Vacancies highlighted as such:

- Chair – **VACANCY**
- Acting chair - Herveline Revenu, looking to hand over asap, with a transition period
- Treasury confirmed for one more year: Loic Fossiez; deputy treasury: Sara Archer
- Secretaries – **Caroline Allore appointed**; co- secretary **NEEDED** especially as Caroline might leave the UK soon

- School PTA members for this year TBC **Possibly Bev**
- Trustees remaining: Louise Ketley, Nicole Scott, Mitra Karvandi, Jassi Randell, Mel Bell + all above
- **New parent trustees:** Frank Forster, Alex Dobre

4. Getting more people involved in the PTA/Communication Boost - all

- We discussed getting a flyer together to invite parents, possibly asking for one parent representative from each classroom.
- Herveline Drafted a PTA role description document (attached appendix 2) – to put up on a board? Send as a flyer?
- Discussed that the school cannot share parents details due to data protection but we have a lot of emails from the auction; we could possibly use it as a one of for recruiting (and finding an auction lead)
- Discussed the need to update the website (Herveline since then updated committee members and FAQ); need recent events pictures
- The PTA committee google group also needs updating

5. Typical events ran by the PTA in the past - looking for leads (Herveline)

- Autumn term
 - 50th anniversary *NEW* – Fiona to update on needs 17 October
 - PTA meeting as a coffee morning – after half term? Previously led by Jassi
 - World Food Festival – November? previously led by Marie/ Sandra
 - Brass band concert *NEW* last year, brought together by Tom, a parent from the band
 - Bake Sale on White Cross Street Market in December –previously led by Nicole
- Winter Spring Terms
 - Quiz night - Long time not run
 - Auction of Promises – Previously led by Jassi/ Herveline / Louise ++; need new lead
 - Disco night – previously ran by Jassi +
 - Happening – help to run stalls, book/ toy sell, decorate, clear up etc
- Ad-Hoc
 - Book week: help organise the book swap - Roberta
 - Project week: parents sharing their skills for a week
 - Clubs: language, science, chess, sport, cooking, invention club ran by parents for a term (or more!)
 - Meet the secondary school parents event (former parents and pupils come back to tell about their school)
 - Online donation scheme/ lottery
 - Any other idea

7. Thoughts from our new headteacher (Fiona)

The committee discussed the PTA and the school to be much more integrated on messaging, dates of events etc (although funding and purpose need to remain clearly distinct). Fiona suggested to have the monthly Parent Forum/coffee after the PTA meetings moving forward.

Action: School to confirm Friday 1st of November as the next committee and parent coffee date.

After school clubs were discussed. Parent led and teacher led. Fiona explained the whole after school provision is being reviewed

Action: pick up club discussions in following meetings once the review is complete

8. PTA Mission Statement, evolution

For new parents, reminded the PTA mission (see PTA Website) and the evolution on how funds have been spent over the years.

NEXT MEETING 8:15 on Friday 01 November Meetings have been moved to the first Friday of the month rather than the last Friday moving forward.